Lookup Guide

To the EO™ Personal Communicator

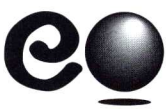
For Your Records

The serial number can be found on the label on the back of your EO, printed just below the bar code. Record the serial number in the space provided below. Refer to this number whenever you contact EO Customer Service for assistance.

Serial Number: ☐☐ - ☐☐☐☐☐☐

Lookup Guide

To the EO™ Personal Communicator



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EO Publications
This manual was written by Ann Cullen, under the direction of Ted Barnett, Product Manager. The book was designed by frogdesign.

Printed on recycled paper.

Welcome

Welcome to the world of EO personal communications. This guide was designed to be used as a reference when you need information about your EO™ Personal Communicator 440 or EO™ Personal Communicator 880.

Where to Start

Your EO Personal Communicator (referred to in this guide as your EO) comes with a complete set of publications that introduce the EO and provide reference information when you need it.

First

Work through *Getting Started with Your EO Personal Communicator*. This guide shows you how to set up your EO, open on-screen tutorials, and become familiar with basic EO features. *Getting Started* also contains your owner registration card and registration instructions for AT&T Mail. As an EO owner, you're eligible for a free EO Preferred Mail Account on AT&T.

Second

Look through *The World of Messaging: An Introduction to Personal Communications*. This guide describes the AT&T EasyLink Services' AT&T Mail network and the free EO Preferred Account subscription for which you're eligible. *The Word of Messaging* also provides many tips on using fax and electronic mail messaging for more efficient, effective communications.

Third

Turn to this *Lookup Guide to the EO Personal Communicator* only when you need it. The *Lookup Guide* provides reference information and how-to instructions on hardware maintenance,

power states, and battery replacement. It also provides detailed instructions for using the applications that are built into the EO.

How to Use This Guide

This guide is a reference and how-to resource and is not meant to be read straight through. To find the information you need, follow these guidelines:

To look up general topics, refer to the table of contents
The table of contents lists section names and the topics within sections, with page numbers. The table of contents is the place to look for information in a general subject area.

To look up specific items, refer to the index
The index at the end of this guide provides page numbers for specific topics, tasks, and features.

Flipping through the pages works, too
The running title at the bottom of each page shows you the name of the major topic covered on that page.

Boldfaced words are defined in the dictionary
The EO Dictionary near the end of this guide lists definitions for words that appear in **boldface** in the guide.

On-screen help is a question mark away
As you use your EO, remember that you can get help on many topics by writing a question mark anywhere on the screen.

If You Don't Read Manuals

If you don't read manuals, here are a few suggestions for a quick introduction.

Work through the introductory on-screen tutorials

The on-screen tutorials are short and very helpful in learning to use the EO pen and pen gestures. At the least, you should work through the on-screen lessons in "Gesture Practice" and "Handwriting Practice." For instructions on opening these lessons, refer to *Getting Started with Your EO Personal Communicator*.

Don't miss important information about power

Getting Started with Your EO Personal Communicator provides important information about restoring the charge to the main battery, about using the power adapter, and about setting up for phone communications.

If You're an Experienced Mouse User

The pen is not a mouse. If you're an experienced mouse user, you may be tempted to use the EO pen as you would a mouse button. Although tapping with the pen is similar to clicking a mouse button, many conventions are different. For example, a double tap with the pen may have a different effect than a double click with a mouse. Generally you need to tap an item only once to open it. Also, you should avoid the temptation to "close" the Notebook. Use the tabs to move to the Table of Contents.

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Your EO Personal Communicator

This section describes the EO™ Personal Communicator 440 and EO™ Personal Communicator 880 and tells you how to maintain and replace the EO batteries.

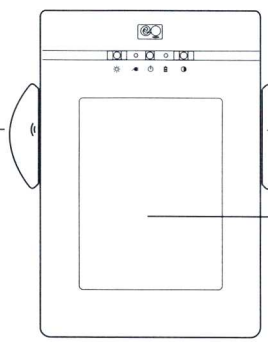
A Quick Orientation

Your EO Personal Communicator combines advanced communications tools with a familiar pen-and-paper way of working. You can use your EO to send and receive faxes and electronic mail over standard telephone lines or you can communicate wirelessly, using the optional EO Cellular Module™.

Everything you need is already here

All the tools you need for personal and business communications come ready to use. Your EO Personal Communicator is lightweight, battery-powered, and mobile. On a full charge, the main battery gives you 2 to 4 hours of performance wherever you are—at your desk, at home, or on the road.

The EO Personal Communicator



Your EO hardware is open to connections

Your EO Personal Communicator is loaded with connectivity hardware, including standard PC (serial) and printer (parallel)

ports, a keyboard port, a phone port for a standard phone line, and a communications port for the optional EO Cellular Module. The EO 880 Personal Communicator also has a SCSI port and a VGA port to which you can connect an external VGA monitor.

Your EO is an integrated solution

Your EO Personal Communicator provides a unique combination of communications hardware and software. But your EO is more than a communications tool. It's also a powerful computer you can use to capture, analyze, and transmit information, write and revise documents, and manage personal, business, and financial information. Built-in software includes the following:

- **GO Mail** An application you use to send, receive, and work with electronic mail (e-mail).
- **GO Fax** An application you use to send, receive, and work with faxes.
- **EO Phone**™ An application you use to dial the phone and place voice calls.
- **Personal Perspective** An appointments calendar, address book, and information manager you use to manage time and monitor to-do items.
- **MiniText** A simple word-processing application you use to enter and format text information.
- **MiniNote** An application you use to create simple graphics and handwritten notes in electronic ink.
- **EO Calc**™ A miniature "columnar pad" you use to work with numbers.
- **EO Lock**™ An accessory that provides password protection for your EO to keep your data secure.
- **EO Sound**™ An application that allows you to add voice notes—sound recordings—to documents.

- **Clock** An accessory that shows the time and date.
- **PenTOPS and PenCentral** Applications you use to connect your EO to a PC so that you can access information on any IBM-compatible PC. PenCentral comes on a floppy disk for installation on a PC.

What You Can Do

You'll find your EO Personal Communicator useful and versatile at the office, at home, and when you travel. The following scenarios suggest ways you might use your EO.

Productivity

- Use the EO Phone application to dial voice calls directly from the Personal Perspective Address Book.
- Jot down budget revisions in an EO Calc page and fax the numbers directly to the office.
- Write a memo in a MiniText document and send it by e-mail to multiple team members listed in your Address Book.
- Keep track of tasks to be done, appointments, and upcoming events in your Personal Perspective Day Planner.
- Move a word-processing document created on your desktop PC into your EO. You can edit and update the document with the EO pen and fax the document to your colleagues.

Creativity

- Sketch a plan for a new product in an ink MiniNote.
- Add an EO Sound voice note to a memo and send it by e-mail to other owners of EO Personal Communicators. Recipients can play back your note and hear your comments, complete with the vocal emphasis you add.

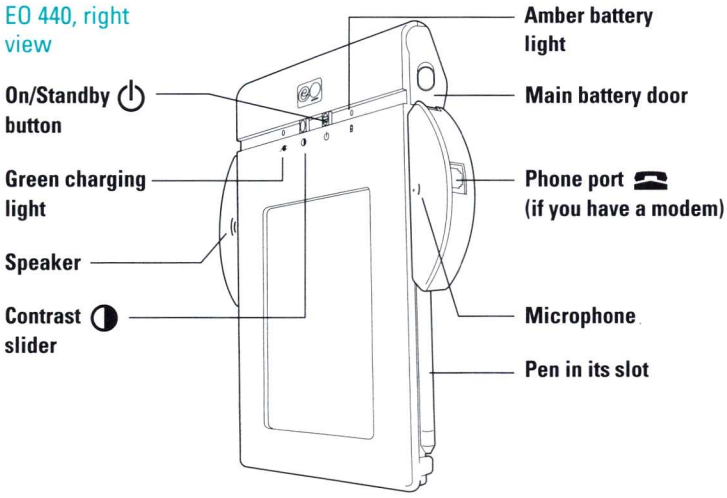
Mobility

- Write memos or notes and fax them from your car, using the optional EO Cellular Module.
- Address and send an e-mail note in the middle of a meeting, using the Cellular Module or by plugging into a standard phone line in the meeting room.
- Fax a request for data and receive the data directly on the EO, without leaving your hotel room.
- Put the lightweight EO Personal Communicator in your lap on long airline trips and jot notes, draw sketches, or work on financial plans.

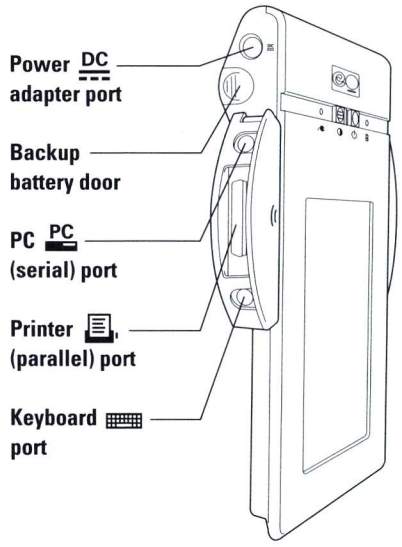
EO Personal Communicator 440

The EO Personal Communicator 440 is smaller and lighter in weight than the EO 880. A modem for telephone connections is optional equipment on the EO 440. If your EO 440 contains a modem, an EO Cellular Module is also available as an option.

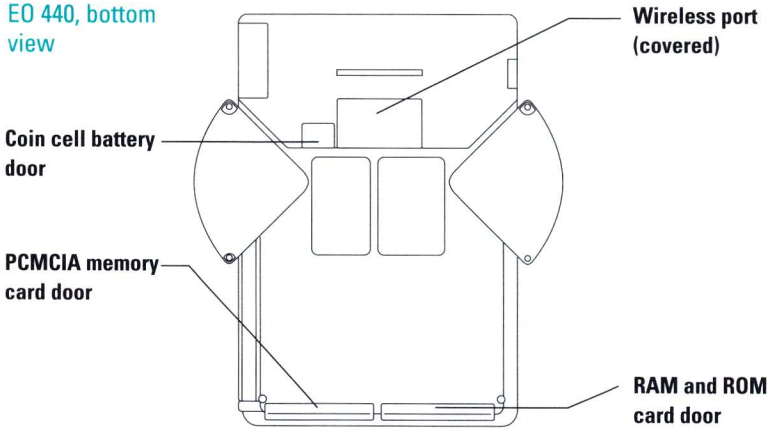
EO 440, right view



EO 440, left view



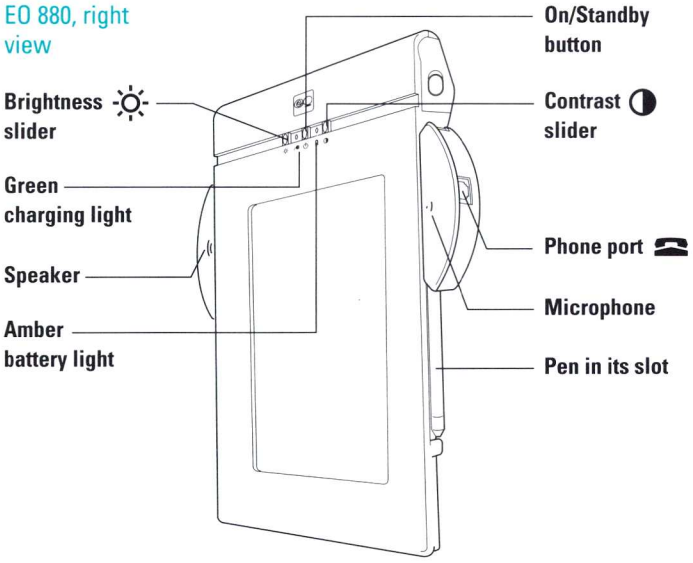
EO 440, bottom view



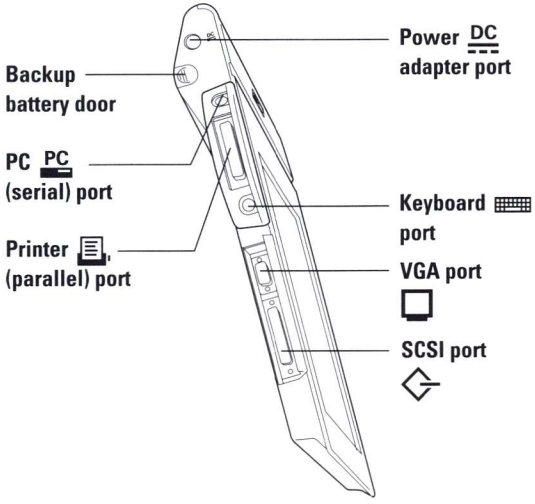
EO Personal Communicator 880

The EO Personal Communicator 880 has a backlit screen and can accept two PCMCIA cards. The screen is larger than that of the EO 440.

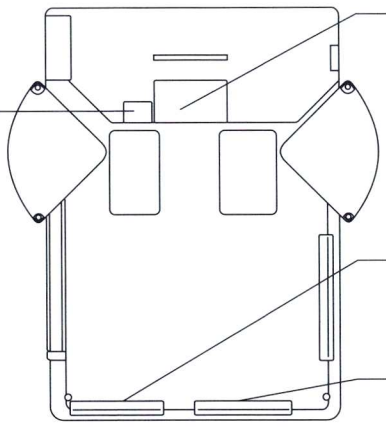
EO 880, right view



EO 880, left view



EO 880, bottom view



Power States

The EO has three power states: On, Standby, and Shutdown.

To switch the EO on

Press the On/Standby button.
When you switch the EO to the **On state,** the main battery or power adapter supplies full power to the system and the Notebook is visible. If the Notebook doesn't appear, try adjusting the contrast slider.

If the EO will not come on and adjusting the contrast slider doesn't help, the battery may be too low to power the EO. Connect the power adapter and recharge the main battery as soon as possible.

To switch to Standby state

Press the On/Standby button.
In **Standby state,** a trickle of power from the main battery is supplied to the system so that all documents and software in the EO working space (RAM) are maintained ready to use.

When in Standby state, the EO can automatically switch on to receive an incoming message, such as a phone call or fax, and to perform prescheduled work, such as sending e-mail at a specified time or sounding an alarm beep. Standby is sometimes referred to as "Suspend."

> ***Automatic Standby*** *Your EO will automatically switch to Standby when no activity has taken place for several minutes. You can change the automatic Standby setting if you wish. For information, refer to "Changing Settings," in section 2.*

Switching to Standby when you're not using the EO helps conserve the charge in the main battery. When the EO is in Standby and the power adapter is connected, the main battery is automatically recharged.

The EO can remain in Standby state indefinitely when the power adapter is connected and for a few days when the main battery is the power source (fully charged). It is not a good practice to leave the EO disconnected from the power adapter for long periods of time. If the batteries run completely dry, the information stored in your EO will be lost.

To switch to Shutdown state (without internal hard disk)

> ***Warning*** *Never switch to Shutdown until you've backed up the information in your EO. For instructions on backing up, refer to section 12, "Backups and Copies."*

1. **Switch to Standby.**
2. **Remove the main battery and backup batteries.**

3. **Disconnect the power adapter.**
   In **Shutdown state,** the EO is completely off. No power is supplied to the system. The screen is dark and the Notebook doesn't appear. Your EO should be in Shutdown whenever you need to add a RAM card or change the ROM card.

To switch to Shutdown state (with internal hard disk)

1. **Open the Settings notebook and tap ▾ Power.**
   You see the Preferences Power page.

2. **Tap ▾ Shutdown.**
   A message tells you that the EO is preparing for Shutdown. In a moment the EO goes off. With an internal hard disk, your information is backed up automatically, so there's no danger of losing it when you shut down.

Main Battery

The EO has three batteries: the main battery, two backup batteries (a set), and a small coin cell.

The main battery on the EO is rechargeable. When the battery needs recharging, the amber battery light comes on. If the amber light comes on, you should switch the EO to Standby (press the On/Standby button) and recharge the main battery by using the AC power adapter.

Note that the main battery does not recharge while you're using the EO, even when the adapter is connected.

Battery status lights

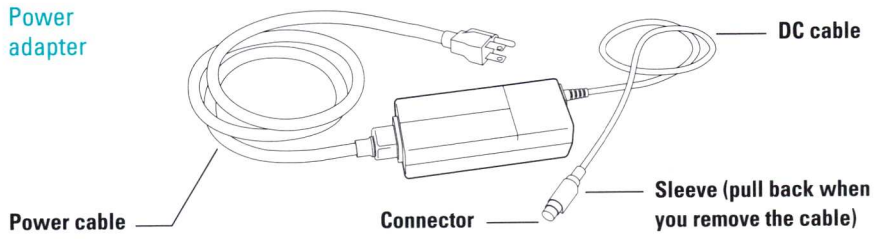
Charging light (green)	Battery light (amber)
Flashes briefly when you switch the EO on. Flashes when charging is in progress.	Flashes briefly when you switch the EO on.
Steady when the EO is in use and is plugged into the power adapter.	Steady (comes on) when the charge in the main battery is low
Off when the EO is working from the main battery and is not plugged into the power adapter. Off when the EO is in Standby and plugged into the adapter, and the battery is fully charged.	Off when battery is not low. Also off when the main battery is so low that it cannot operate the EO.

To connect the power adapter

1. **Switch the EO to Standby by pressing the On/Standby switch.**
   You can connect or disconnect the power adapter at any time.

2. **Plug one end of the power cable into the adapter and the other end into a power outlet.**
   The power cable has a standard three-prong plug on one end. Make sure that you connect it to a grounded power outlet.

Travel tip *The EO power adapter is designed to work with the power supplies of most European countries. All you need is an adapter that will let you plug your power adapter into the power outlets in the countries you visit.*



3. **Plug the adapter's DC cable into the power adapter port (marked "DC") on the EO.**
   The green charging light begins flashing to show that the main battery is recharging. The battery usually takes about 90 minutes for a full charge, but you can use the EO immediately.

To fully charge the main battery

1. **Switch the EO to Standby.**
   The main battery does not recharge when the EO is on, even with the power adapter connected.

2. **Leave the power adapter plugged in for about 90 minutes, during a time when you're not using the EO.**
   Make sure the EO stays in Standby so that charging can take place.

3. **When the charge is complete, the green light goes off.**
   You cannot overcharge the battery.

   A full charge gives the EO 2 to 4 hours of use. Note that the battery needs a "break-in" period. The first three or four times you use a new battery, it will not deliver the full 2 or 4 hours.

   If you want to take the EO on the road, disconnect the power adapter, as described in the next topic.

To disconnect the adapter cable

1. **Grasp the sleeve of the adapter plug at the point where the plug enters the EO port.**

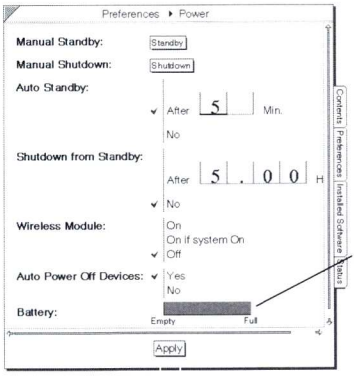
2. **Slide the sleeve in the direction of the cable to release the plug, and then pull the plug out.**

To check the charge in the main battery

1. **Open the Settings notebook.**
   You see the table of contents for Settings.

2. **Tap Power.**
   You see the Preferences > Power sheet.

Checking the main battery



3. **Check the battery gauge to see the current charge level.**
   When you use a battery for the first time, the battery gauge tends to show less power remaining than you actually have. After you've used the battery and recharged it three or four times, the EO can measure the charge level more accurately. Even when the battery gauge is not totally accurate, the battery warning light works fine, so you'll be able to tell if the battery has run low.

4. **Tap the close corner when you've finished.**

To maintain battery capacity

1. **About once a month, use the EO long enough to discharge the battery and cause the battery warning light to turn on.**
   This process is called **deep discharging.** You should do this only once a month.

2. **When the battery light turns on, switch the EO to Standby.**

3. **Plug the EO into the power adapter and let the battery charge normally, up to a full charge.**

To replace the main battery

Replacement *You can purchase a main battery from your authorized EO dealer or sales representative.*

1. **Press the On/Standby button to put the EO in Standby state.**

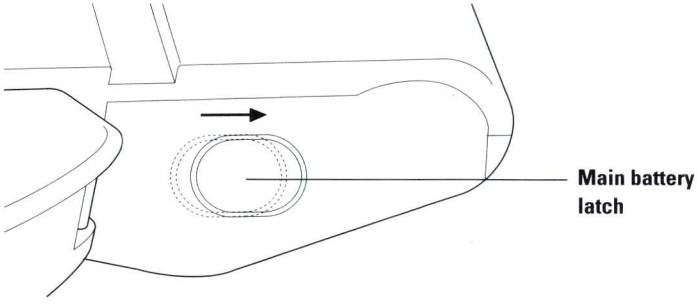
Warning *Always switch the EO to Standby before you remove the main battery. You will lose all the information in your EO if you remove the main battery while the EO is in the On state.*

2. **Remove the battery compartment door.**

Opening the battery door

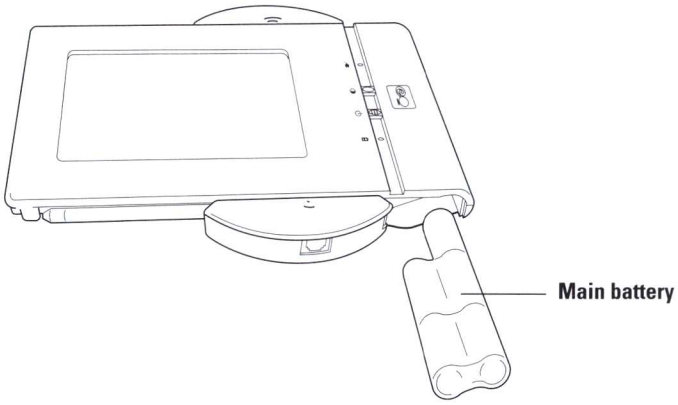
Slide the latch to unlock the battery door.

Pull the door down to remove it.



3. **Slide out the old main battery by tipping the EO to one side.**

Removing the main battery



4. **Insert the new battery and replace the compartment door.**

5. **Press the On/Standby button to switch the EO to the On state.** The battery may have been partly discharged in shipment. If the amber battery light turns on, or if the EO will not turn on at all, connect the power adapter and bring the battery to a full charge.

Backup Batteries

A set of two backup batteries supplies power to the EO when the main battery runs down or while it is being replaced. These batteries maintain information in memory while the EO is in Standby state. You cannot use the EO with these batteries alone when the main battery is dead.

An on-screen warning appears when the backup batteries need to be replaced. The backup batteries cannot be recharged. You should need to replace the backup batteries only once a year.

Replacement *The EO uses two type CR123A batteries. These are available at most photo and electronics shops.*

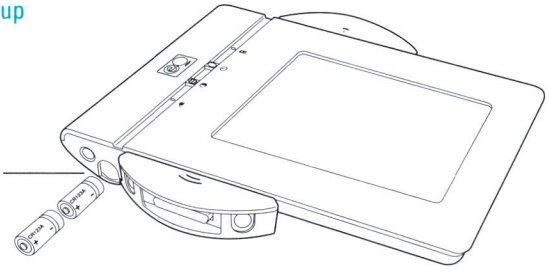
To replace the backup batteries

1. **Be sure the main battery is in the EO or that the power adapter is connected.**

2. **Press the On/Standby button to put the EO in Standby state.**

3. **Open the backup battery compartment door and slide out the two old backup batteries.**
   You may need to tip the EO slightly to slide out the old batteries.

Installing backup batteries



4. **Dispose of the old batteries.**

5. **Insert two new batteries, making sure the + signs are facing out toward the battery compartment door.**

6. **Replace the battery compartment door.**

7. **Press the On/Standby button to switch the EO back to the On state.**

Coin Cell Battery

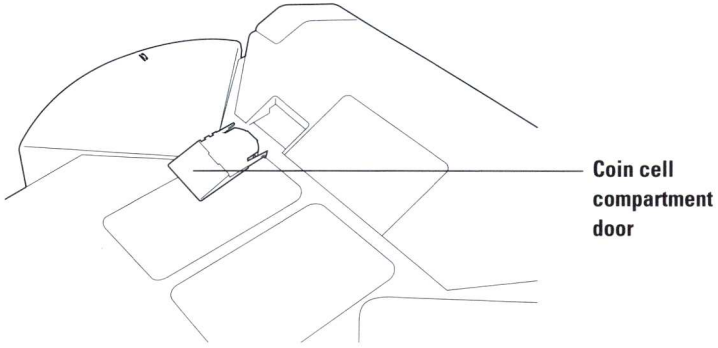
A coin cell battery keeps the EO clock running properly in the event that both the main battery and the backup batteries run down. You should replace this battery every 2 years so that the clock keeps time accurately.

Replacement *The EO uses one type CR2032 battery. These are available at most photo and electronics shops.*

To replace the coin cell battery

1. **Be sure the main battery is in the EO or that the power adapter is connected.**
2. **Press the On/Standby button to put the EO in Standby state.**
3. **Turn the EO upside down and slide out the coin cell compartment door.**

Replacing the coin cell battery

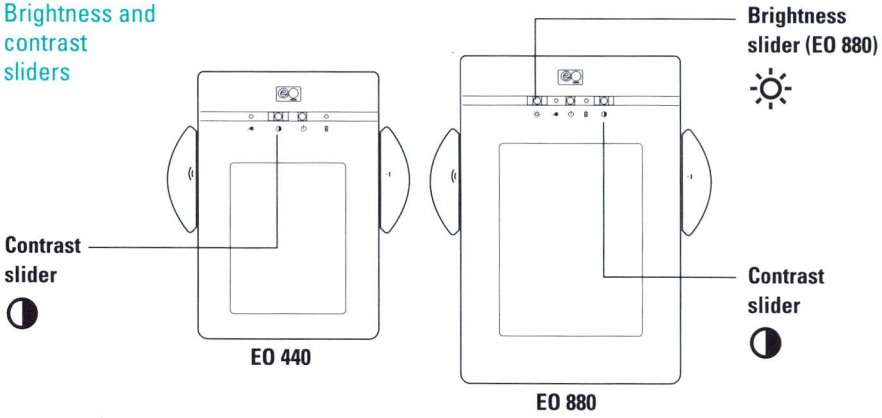


4. **Remove the old coin cell and replace it with a new one.**
   The plus sign on the battery should point toward the door.
5. **Close the coin cell compartment door.**
6. **Press the On/Standby button to put the EO in the On state.**

Contrast and Brightness

To make screen viewing more comfortable, and to accommodate changes in lighting, you can adjust the contrast on the EO 440. On the EO 880, you can also adjust screen brightness.

Brightness and contrast sliders



To adjust the contrast (EO 440/880)

Move the contrast slider back and forth to find the most comfortable level of contrast.

To adjust the brightness (EO 880 only)

Move the brightness slider back and forth to find the most comfortable level of backlighting for the screen.
A brighter screen shortens battery life on the EO 880. To maximize battery life, keep the brightness as low as is comfortable.

To save power, the screen of the EO 880 dims automatically after 2 minutes. To turn it on again, simply bring the pen tip near the screen. To turn auto-dimming off, open the Settings notebook, tap Power (under Preferences), and turn off "Auto Power Off Devices."

Taking Care of the EO

To keep your EO operating properly over a long period, follow these routine guidelines.

To prolong battery life

1. **Connect the power adapter to the EO whenever you can.**
   Each time you work directly through the adapter, you avoid recharging. You cannot overcharge the battery.

2. **Switch to Standby (press the On/Standby button) when you're not using the EO.**
   You can change the time for automatic switching to Standby. For information, refer to "Changing Settings," in section 2.

3. **Be aware of heavy power consumers.**
   Heavy power consumers include backlighting on the EO 880, use of the Cellular Module, and use of the modem for transmission of faxes, e-mail, and large files. Be sure the main battery is fully charged if you plan to use these features over a long period.

4. **Buy an extra battery pack for long trips.**

5. **For the EO 440, buy an Extended Life Battery Pack.**
   The optional Extended Life Battery Pack weighs slightly (0.2 pounds) more than the standard main battery, but it lasts 50 percent longer.

To prolong hardware life

1. **Be careful not to drop the EO, and don't carry it in places where it could be knocked around, such as the trunk of a car.**

2. **Keep the EO in its slipcase when you're not using it.**
   The case protects the EO and its screen from dust, light, and pollutants.

3. **Be careful not to drag objects over the EO screen and unit.**
   The paint and the screen coating on the EO can be scratched by hard objects, particularly those made of metal.

4. **Don't store the EO for long periods in places that are subjected to temperature extremes, such as the trunk of a car or a window sill.**

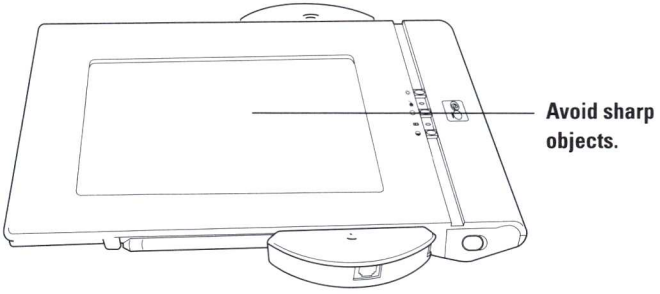
5. **Refer to "Safety Guidelines," on page 27, for tips on safe travel with the EO.**

To protect the screen surface

1. **Keep your EO in its carrying case when you're not using it.**

2. **Don't place anything on the screen.**
   The EO screen is made of glass, with a durable plastic coating added to make writing more comfortable. This coating can be scratched if you drag sharp objects, particularly those made of metal, over the surface.

Protecting the screen



3. **If you wear a ring, be careful not to scrape it across the surface of the screen.**

To prolong pen life

When you're not using the pen, keep it in its niche at the side of the EO.
Always put the pen in tip first (with the tip toward the top of the EO). You could break off the tip if you put the pen in backward and pull it out hard.

Putting the pen away prevents you from misplacing it and protects the pen from being dropped, stepped on, or gnawed by a curious pet.

To replace a lost or damaged pen

Call EO Customer Service.
The number is listed on the inside back cover of the *Lookup Guide*.

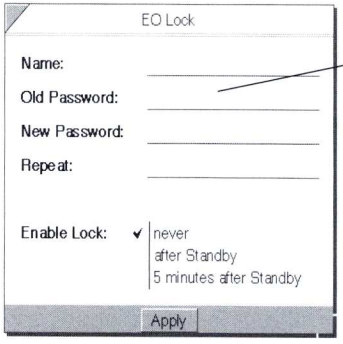
Setting Up Security

You can set up a **password** to protect your EO from unauthorized use by others.

To set up a password

1. **Open Accessories and tap EO Lock.**
   You see the EO Lock options sheet.

Setting a user name and password



Ignore the Old Password line if this is your first password.

2. **Write your name and correct the translation, if necessary.**

3. **Write a password in the New Password line.**
   Remember the way you write your password. The EO will identify you by this password, so you must reproduce it exactly.

4. **Rewrite the password in the Repeat line to confirm.**

5. **Tap one of the Enable Lock options.**

6. **Tap OK.**
   A message confirms that the password is set or alerts you if anything is wrong.

If you set "After Standby," the EO will ask for your password the next time you switch it on. If you set "5 minutes after Standby," the EO will ask for the password if it has been in Standby for 5 minutes or more.

Managing Memory

The EO 440 and EO 880 contain two types of computer memory: **read-only memory** (**ROM**) and **random-access memory** (**RAM**).

ROM contains built-in applications and PenPoint

ROM contains applications and the operating system (PenPoint). About once a year, new software will become available in a ROM upgrade. The new ROM card will be available from your sales representative.

RAM provides working space

RAM provides working space that contains any documents you create. Working space is also used when you buy and install new applications for your EO Personal Communicator. You can increase working space by adding a JEDEC-style RAM card, available from your sales representative.

A low-memory note means you need more RAM

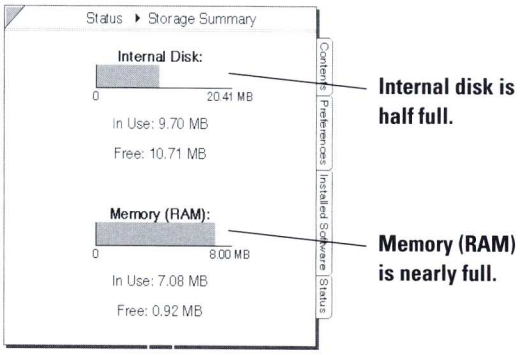
If you get a low-memory note from the EO, you need either to delete old documents and applications or to increase the working space. Refer to section 13, "Software and Hardware Installation," for instructions on installing new cards.

Don't ignore low-memory messages *Be sure to take action if you get low-memory messages. You can lose documents if memory gets too low.*

To determine how much memory is available

1. **Open the Settings notebook and tap the Status tab.**

Storage



2. **If either gauge shows that you're low on space, refer to "To increase memory and internal disk space," next.**
   Memory is used by both your documents and the PenPoint operating system. Even if the Notebook is empty, some memory is still used.

To increase memory and internal disk space

1. **Close floating documents, accessories, or Bookshelf items that are open but not needed at the moment.**

2. **Delete old faxes, Personal Perspective notes, e-mail messages, sounds, and other documents that you've already read.**
   Remember that faxes, MiniNote documents, Personal Perspective notes, and sounds take up the most memory space.

3. **If you've set document access speed to Accelerated, you may need to switch to standard access speed.**
   Accelerated access speed makes page-turning faster but requires more working space. To change access speed, open the document in question, choose Access from the Options menu,

and tap Standard for the Access Speed option. Tap Apply & Close to set the new option.

If you still need more memory space, and if you don't already have a JEDEC-style RAM card installed, you can buy an additional RAM card. If you've installed a 4MB card, you can replace it with an 8MB card. For instructions, refer to "Installing a New Memory Card (RAM)," in section 13.

4. **Turn off or remove (deinstall) applications you don't need at the moment.**
   For information, refer to "Removing an Application," in section 13.

5. **Purchase an additional PCMCIA silicon disk or SRAM card so that you have more room for data storage.**
   Although these devices are not "internal," you can use them to store backups. For information on these devices, refer to "Installing a PCMCIA Card," section 13.

About the EO Operating System

The EO **operating system** consists of built-in instructions that interpret a gesture or command and cause the EO to perform a certain action. The EO Personal Communicator 440 and EO Personal Communicator 880 use the PenPoint operating system from GO Corporation.

The EO Personal Communicator and PenPoint work together, so this guide usually makes no distinction between the two.

Troubleshooting

With reasonable care, you'll probably never have serious problems with your EO Personal Communicator. If problems do occur, check these troubleshooting guidelines.

Troubleshooting tips

Problem	Possible solution
You switched the EO on, but the screen is dark or blank.	The main battery may be too low to allow the EO to come back on. Plug the power adapter into the EO and recharge the main battery as soon as possible. The contrast slider may be too far to one side. Try changing its position. On the EO 880, check the brightness slider as well.
You get poor results when the EO translates your writing.	Print neatly, one letter per box, in the writing and editing pads. Try working through Handwriting Practice on screen. Refer to *Getting Started* for instructions. Try realigning the pen. Refer to "Aligning the Pen," in section 10. Try uppercase only. For instructions, refer to "Changing the Capitalization Style," in section 10. For more information , refer to "Improving Text Recognition," in section 10.
Ink doesn't appear on the screen when you write with the pen.	Try switching the EO to Standby and then back on. Tap the Help icon to see if Help opens. If not, you need to restart the EO. Refer to "Restarting the EO," next.

Problem	Possible solution
The pen doesn't work when you write or make gestures	Try starting the gesture or writing a little higher, lower, to the left or to the right, in the writing and editing pads. Wait 30 seconds and try again (the application may have been busy). Also, make sure you're using an EO pen. Try switching the EO to Standby and then back on. Try the pen again. If all else fails, you may need to restart the EO. Refer to "Restarting the EO," next.
You attached an external keyboard, and you see what appear to be random characters on the EO screen.	Try switching the EO to Standby state (press the On/Standby switch). Then press the switch again to return to the On state. For information, see "Connecting a Keyboard," in section 13.

Restarting the EO

Sometimes an error occurs that requires you to restart the EO. Essentially, you need to restart when an application or the EO fails to respond in the usual way. Several indications for restarting are listed in the previous table, "Troubleshooting tips."

When an application freezes (hangs or crashes), you may lose the work you were doing at the moment of the freeze. But you should be able to restart without losing any other information.

Try Standby before you restart *Before you restart the EO, try clearing up the trouble by switching to Standby. Wait a moment and then switch the EO back on.*

To restart the EO after a freeze

1. **Press and hold the On/Standby button and wait for five beeps in a row.**
   This action signals the EO to restart.

2. **After the fifth beep (which is longer than earlier beeps), release the button.**
   The EO restarts and the PenPoint "pen" fills up. When restarting is complete, you see a message from PenPoint reminding you that you may have lost some information.

3. **Tap OK to close the message and display the Notebook.**
   You can now reopen documents and resume work.

Safety Guidelines

Batteries

Switch the EO to Standby before you change the main battery. If the unit is on when you remove the main battery, you will lose all the information in your EO. You will not damage the hardware itself.

Always plug the EO into the power adapter, and the adapter into a wall socket, if you intend to leave the EO unused for more than a few days. Keeping the adapter plugged in ensures that the batteries don't run completely dry.

Main battery: Replacements for the main battery are available from authorized EO dealers or sales representatives.

Backup batteries: The backup batteries in the EO are lithium batteries of type CR123A (3 volts). Do not recharge, disassemble, or crush these batteries. Do not expose them to temperatures higher than 100° C (212° F). Replace batteries

with part no. CR123A only. Use of another battery may present a risk of fire or explosion. Batteries may explode if mistreated. Do not recharge, disassemble, or dispose of in fire. Replacement batteries are available in many photo and electronics shops.

Coin cell battery: Replace battery with part no. CR2032 only. Use of another battery may present a risk of fire or explosion. Do not expose the battery to temperatures higher than 100° C (212° F). Battery may explode if mistreated. Do not recharge, disassemble, or dispose of in fire. Replacement batteries are available in many photo and electronics shops.

Dispose of used batteries promptly. Keep batteries away from children.

Travel

When you travel by air, don't check your EO as luggage. Carry it with you. The EO should never go through an X-ray machine. Have security officials manually inspect it.

Carry a power source. Airport security staff members may ask you to turn on your computer. Always carry a charged battery so that you can easily comply with this request.

Avoid mechanical shocks. Don't place the EO in an overhead storage container on an airplane unless you can make sure that it won't slide around very much.

Be aware of changes in humidity. When you move the EO from one environment to another—for example, from desert to tropics—you may encounter extreme changes in humidity. Such changes can cause condensation to form on or within the EO. If you try to use the EO before the condensation dries, you may cause serious damage. Allow sufficient time for the moisture to evaporate before you switch the EO on.

Be aware of changes in temperature. When you travel between environments with different temperatures, allow the EO to adjust to the destination temperature before you switch it on.

Working

Use a properly grounded power source. When you use alternating current (AC) power, you must plug the AC adapter's power cord into a properly grounded power source. If you must use an extension cable, use only a cable with a three-prong plug.

Place all cables in safe positions. Make sure that nothing rests on the AC adapter's power cable and that passers-by won't trip over or step on the cable.

Pull the plug, not the cable. When you unplug a power or connecting cable, always grasp the plug, not the cable, as you pull.

Allow adequate ventilation. The EO generates a small amount of heat. Be sure to allow room for air to circulate around the EO and the AC power adapter.

Place the EO in a spot where it is protected from temperature extremes, extreme amounts of dirt or dust, and food or liquid spills. Don't leave the EO in direct sunlight.

Be careful when you clean the EO. If you keep the EO in its carrying case when you travel, you should rarely need to clean the unit. If you do need to clean the EO, first unplug it from its power source, *switch the EO to Standby,* and remove the main battery. Use a lint-free cloth dampened with water. Don't use liquid or aerosol cleaners.

> ***Don't open the EO.*** *There are no parts inside that can be repaired or replaced by a user. Unscrewing and opening the unit will void your warranty.*

Basics

This section describes the basic concepts and skills you need to work with the on-screen elements of your EO Personal Communicator. This section tells you how to work with the Notebook and Bookshelf, how to use the EO pen to make gestures, and how to get immediate on-screen help.

Learning the Basics

Your EO Personal Communicator is easy to use, but to use it successfully you need to learn a new way of using a pen. The gestures you use on the EO represent a new "alphabet." Printing and writing by hand on the screen represent a new way of adding information. Most people need a little time to become accustomed to these new skills.

Practice is essential

Whether you're new to computers or an advanced user, we encourage you to spend an hour or two with the printed tutorial, *Getting Started with Your EO Personal Communicator*. The tutorial shows you how to open two on-screen learning tools: Gesture Practice and Handwriting Practice. By working through these sessions and the printed tutorials, you'll save much time and trouble later on, when you put your EO to work.

You may need to train your handwriting

Most EO users get gestures and handwriting right only after they've put in some practice. As the Handwriting Practice session shows, your EO can recognize two or three common ways of writing each letter. Everyone's handwriting is unique, however, and you may need to adapt your style of printing for better recognition by your EO. If you become frustrated at first, remember that you're learning a completely new technology. Practice should make you an expert user in just a few hours.

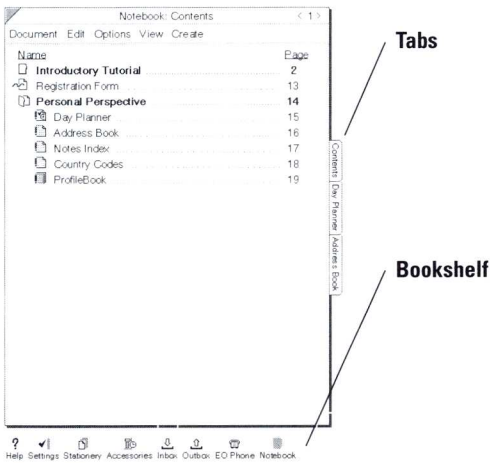
About the Notebook and Bookshelf

Most information in your EO Personal Communicator is arranged and presented in the EO **Notebook**. This main Notebook is the first thing you see when you switch on the EO for the first time. Other notebooks appear beneath the main Notebook in an area called the Bookshelf.

You use tabs to move quickly through the Notebook

The EO Notebook looks much like a loose-leaf notebook. Tabs on the right side of the Notebook indicate major sections, just as colored tabs do in a loose-leaf notebook.

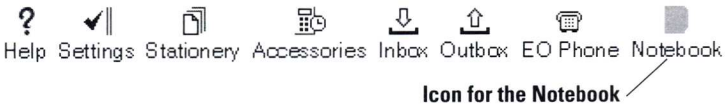
Notebook and Bookshelf



The Bookshelf holds auxiliary notebooks

Auxiliary notebooks and services reside on the Bookshelf at the bottom of the screen.

Bookshelf



Icons represent different items

Small pictures called **icons** represent pages, sections, auxiliary notebooks, and items such as the Inbox and Outbox. The Notebook icon in the preceding picture is dimmed, which indicates that the Notebook is open.

You use gestures to control on-screen elements

You use the special electronic pen to write in the Notebook, choose commands from menus, move things around, and do other work. **Gestures** are marks you make with the pen that issue commands to the EO. These commands can also be issued by using menus, so you don't need to memorize all the gestures at once. Once you do learn the gestures, you'll find using them faster and easier than using menus.

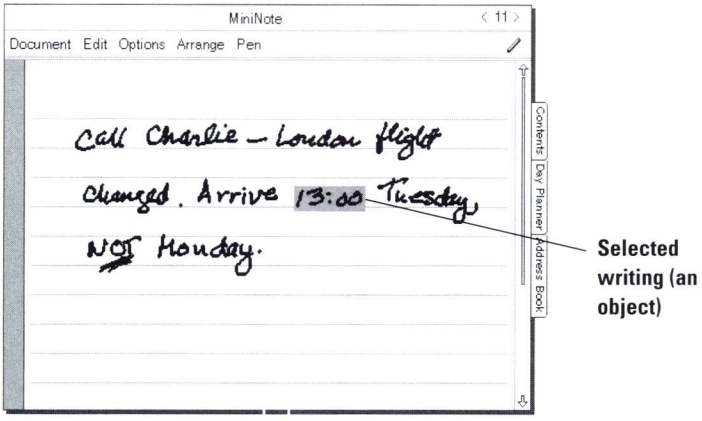
You work with objects on the screen

Every item on the screen of the EO is an **object.** An icon is a graphic object; that is, a picture object. Items such as characters, words, and text paragraphs are text objects. When you work with the EO, you work with one or several active objects at a time.

Selected objects are ready to change

To work with some objects—for example, something you've written in ink, or multiple words in text—you must first make a selection. You do this by tapping or by using some other gesture. **Selection** signals the computer that you want to do something with the object. Highlighting (a darker color) shows that an object is selected. An underline shows that an icon on the Bookshelf is selected.

Selection



Using Gestures

Throughout this book, gestures you make with the pen are shown with a special symbol, one for each type of gesture. For example, ! is the symbol for a double tap.

"Most frequently used gestures," next, shows the most common gestures and their actions.

> ***Complete information*** *For information on all available gestures, turn to the on-screen Gesture Practice session. For information on opening Gesture Practice, refer to* Getting Started with Your EO Personal Communicator.

Most frequently used gestures

Symbol	Name	Action	Where the gesture works
	Caret	Opens the Create menu to insert a new document. Opens a writing pad you can use to insert text. Opens pop-up menus.	Text. In the Table of Contents, on the Bookshelf, or in the cork margin, opens a pop-up create menu so that you can create a document.
	Check (tick)	Opens an option sheet.	Text, Table of Contents, title line, Bookshelf, and cork margin.
	Circle	Opens a writing pad you can use to edit text.	Text, Notebook tabs, title line, Bookshelf, cork margin.
	Insert space(s)	Adds blank space.	Text. In boxed pads and fill-in fields, adds one or more spaces. The longer the right-pointing bar, the more the spaces.
	Cross out	Deletes a selected object or anything over which you draw the gesture.	In the Table of Contents, deletes a document or application. On a notebook tab, deletes the tab. In the title line, deletes the document.
	Undo	Reverses the most recent undoable action.	Anywhere.
	Flick up	Scrolls a line to the top of the screen. Also scrolls a pop-up list. Zooms a floating document.	Any page. On the scroll margin, scrolls up in a document. In the title line, enlarges the page view. On a notebook tab, shows overlapped tab.

Symbol	Name	Action	Where the gesture works
	Flick down	Scrolls a line to the bottom of the screen. Also scrolls a pop-up list. Zooms a floating document.	Any page. On the scroll margin, scrolls down in a document. In the title line, reduces the page view. On a notebook tab, shows overlapped tab.
	Flick right	Scrolls to the right	Any page. On tabs in the Day Planner, shows overlapped tabs to the right.
	Flick left	Scrolls to the left	Any page. On tabs in the Day Planner, shows overlapped tabs to the left. On tabs in the Table of Contents, shows all tabs at once.
	Tap	Selects one character. Chooses menus and options. Turns to a page.	In a fill-in field, opens an editing pad. On an icon, opens whatever the icon represents. On a title in the Table of Contents, selects the title. On a page number, icon, or page turn arrow, turns to a page.
	Press	Selects a box in a pad. Starts a move operation.	In a document, sets a text insertion point. In a selection, creates a *single* dashed line (marquee) that shows that the selection can be moved.
	Tap press	Starts a copy operation.	Text, Table of Contents. In a selection, creates a *double* dashed line (marquee) that shows that the selection can be copied.
	Question mark	Opens Quick Help.	Any page.

Working in Editing Pads

Editing pads are boxed "forms" that open when, for example, you draw a circle ↺ over a word or name you want to change.

To write in an editing pad

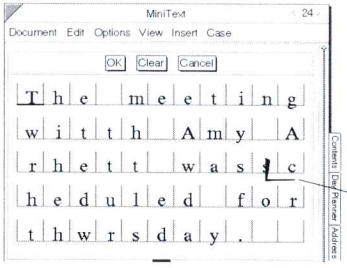
1. **Print carefully, using uppercase and lowercase letters.**
   Print one letter to a box, using the same pen movements that you would use to print a note on a sheet of paper. To make text translation more accurate, don't use script (cursive) handwriting.

2. **If you see errors, correct the translation.**

   - To correct a letter, print over the letter (that is, on top of the existing letter).
   - To insert a space before a letter, draw an insert space ⌞ gesture over (on top of) the letter. Begin the gesture in the center of the letter box and draw the horizontal line below the letter-box line.

Inserting a space

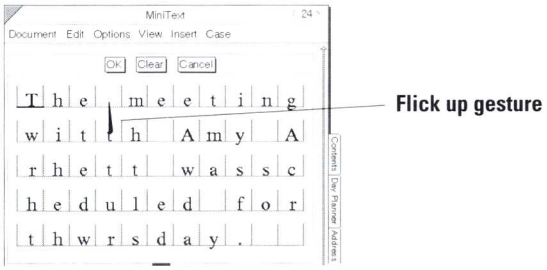
This is a MiniText document. The insert space ⌞ gesture works the same in an Editing pad.



Insert space gesture

   - To delete (erase) a letter, draw a flick up ↑ gesture over the letter. Begin the flick in the center of the letter box and end it above the top of the box.

Deleting a letter



This is a MiniText document. The flick up gesture works the same in an Editing pad.

- If you see a question mark, it means that the EO didn't understand a letter you printed. Reprint the letter over (on top of) the question mark.
- To erase several letters at once, draw a horizontal line through them.

3. **To erase everything and start over, tap Clear.**

4. **When the words are the way you want them, tap OK.**

Giving Commands with Menus

You give certain instructions to the EO by using commands that appear in menus. A **command** is a built-in instruction that tells the EO what you want to do and then carries out the activity.

To choose a command from a menu

1. **Tap the name of the menu.**
   A list of commands (the menu) appears.

2. **Tap the command you want.**
   The command briefly changes color (darkens) to confirm your choice. The darker color shows that you've chosen the command. The EO than carries out the command.

Dimmed commands *When a command is dimmed (looks lighter), you cannot choose the command. For example, you cannot choose Turn To from the View menu unless you've selected a document.*

To reverse your most recent action

Draw the undo gesture ⟲ anywhere, or choose Undo from the document's Edit menu.
You cannot undo all actions. For example, if you delete a document, you cannot undo the deletion.

In some cases, you can use Undo to reverse up to three previous actions.

Noticing Visual Feedback

When you use a gesture or a command, the screen confirms your action—or asks for a correction—by giving you visual feedback.

On-screen feedback

What happens on the screen	Meaning
Object, text, menu name, or command is highlighted (turns dark)	You've selected the item.
Page turn arrow darkens	You've tapped the arrow to turn the page, and the computer is responding.
Busy clock appears	The EO 440/880 is taking a moment to process your command.
Question mark in a dark circle	The EO 440/880 does not recognize a text character.

What happens on the screen	Meaning
Starburst with question mark	The EO 440/880 does not recognize a gesture you made.
Starburst	You drew a gesture correctly, but in an inappropriate place.

Sections and Pages

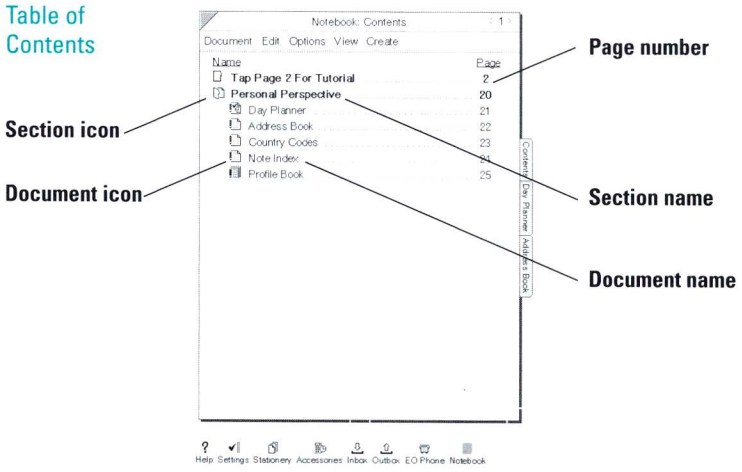
You use the EO 440/880 Notebook much as you would a paper notebook. You turn pages, switch sections, and write notes.

Items in the Notebook are listed in an opening directory—the Table of Contents. You can use the pen to go quickly to any spot in the Notebook.

Documents, Pages, and Sections

When you start a project, you create a new **document** to hold text or drawings. Each document occupies a single **page** in the Notebook, even though the document may contain several actual pages.

You can place related documents in a **section.** A section name appears in the Table of Contents. Each section contains its own table of contents, where documents in the section are listed.



You can create a tab for the section so that you can quickly turn to a group of documents from anywhere in the Notebook.

To create a new section

1. **Draw a caret ^ gesture in an empty space anywhere in the Table of Contents.**
   The Create menu opens.

2. **Choose Section from the Create menu.**
   A new section icon, with the name "Section," appears as the last item in the Table of Contents.

3. **Draw a circle around the name to open an editing pad, write the name you want, and tap OK to close the pad.**

4. **Double tap the new section to open it.**
   You can now drag documents into the section.

To create a tab for a section or document

Write a T on top of the section or document name.
A tab appears at the edge of the Notebook.

To delete a tab

Draw a small cross out ✕ over the tab, or write a T on top of the section or document name again.

To create a new page (document)

Refer to "Creating, Naming, and Saving Documents," in section 3.

To move around in the Notebook

Use pen gestures to move around in the Notebook, as shown in "Notebook tips," next.
The actions shown work in the main Notebook, in Bookshelf notebooks, and in bookshelves located on external disks.

Notebook tips

To do this	Do this
Reopen the Notebook if it seems to have disappeared.	Tap the Notebook icon on the Bookshelf (you may have inadvertently tapped the Notebook's close corner). Then flick up in the title bar to enlarge the window.
Turn to the Table of Contents from another spot in the Notebook	Tap the Contents tab.
Rename the Notebook	Draw a circle on the Notebook name to open an editing pad, and write a new name.
Choose a command from a Notebook menu	Tap a menu name to display the commands on the menu. Then tap a command.

To do this	Do this
Turn to a document	Tap the page number or icon for the page you want. Or tap the document icon.
Show the contents of a section	Double tap the section title (section titles are always in boldface type). You see the contents of the section below the title.
Close an open section	Double tap the section title.
Flip through the Notebook page by page	Tap the page turn arrow to the right of the page number to move forward in the Notebook. Tap the left arrow to move backward (or flick left — or right — in the title bar).
Move quickly through the pages in a document	Flick up ↑ or flick down ↓ on the text.
Create a tab for a document you use often	Write a T over the name of the document or application.
Remove a tab you don't want	Draw a cross-out gesture X over the tab.
Move an item into a section	Double-tap the section name to open the section, and then move or copy items into the open section.
Make the notebook larger (to fill the screen)	Zoom up the Notebook to full size by drawing a flick up ↑ gesture starting in the title bar.

Rearranging the Order of Documents

The Table of Contents is organized by page number, but you can rearrange the way that documents are listed. For example, you may want to list documents in order of size to determine which documents you need to store outside the Notebook.

To rearrange the Table of Contents

1. **Choose Layout from the Options menu.**
   The Layout sheet opens.

2. **Tap the setting next to Sort By to open a pop-up list.**

3. **In the pop-up menu, tap the order you want.**
   Sorting documents rearranges the order in the Table of Contents, but the page number in the Notebook remains the same.

Layout sheet tips

To do this	Select this in the Layout sheet
Arrange documents in the order of their creation (this is the automatic setting)	Page
List document names in alphabetical order	Name
Group documents by application (the software used to create the documents)	Type
List documents in the order of the date of the last modification	Date
List documents according to the amount of space they occupy in the Notebook	Size

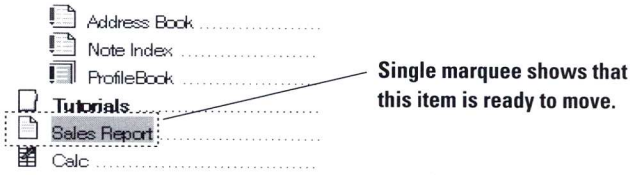
Moving and Copying Items

You can move an item such as a document or section to a different location in the Notebook. You can also copy an item and move the copy to a different location or onto a backup disk.

To move an item

1. **Press the item.**
   A *single* dashed line (a **single marquee**) appears around the item.

Moving a document

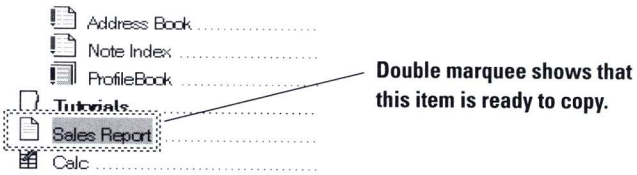


2. **Keep pressing and drag the item to its destination.**

To copy an item

1. **Tap press the item.**
   A *double* dashed line (a **double marquee**) appears around the item. If you don't see the line, tap once elsewhere and then try the tap press gesture again.

Copying a document



2. **Keep pressing and drag the item to its destination.**

To move an item within the Table of Contents

1. **Press the document title.**
   A *single* dashed line appears around the item.

2. **Drag the item to a new location and lift the pen.**

Moving and Resizing Windows

As you work with documents, you will often use notebooks and accessories from the Bookshelf. These items appear in on-screen frames called **windows.** Sometimes an open window will hide all or a portion of the document you're working on. To get a window out of the way, you can move, resize, or close it.

To move a window

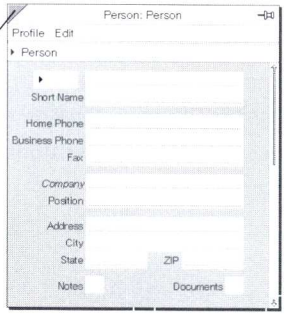
1. **Press and hold the title line.**
   As you hold down the pen, the border darkens.

2. **Without lifting the pen, drag the window by its title bar to its new location.**
   A dotted line shows the location of the window as you drag. When you lift the pen, the window stays where you moved it.

To close a window

Tap the close corner.

Closing a window

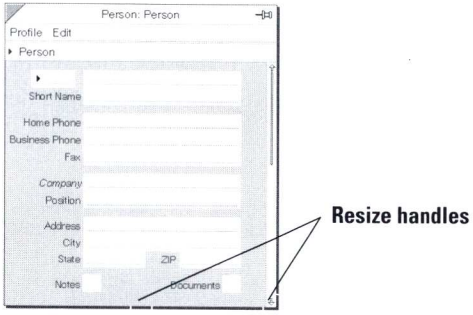


To change the size of a window

1. **Press the resize handle in the corner or on the bottom of the window.**
   Wait a moment for the handle to respond.

2. **Without lifting the pen, drag the handle to change the size.**

Resizing an item



Using Larger Fonts

If you find that the text on the screen is hard to read, you can make the characters larger by changing the preset (default) font size. You won't be able to fit as much information on a page, but the text will be easier to read.

To change the font size

1. **Open the Settings notebook and tap Fonts & Layout (under Preferences).**
2. **Use the pop-up menu next to Font Size to choose a new size.**
3. **Tap Apply and then tap the close corner to put Settings away.**

Working with the Bookshelf

The **Bookshelf** contains accessories and additional notebooks that you use, for example, to dial the telephone or send and receive e-mail.

The Bookshelf

You can add other items to the Bookshelf, such as additional notebooks or documents.

To use an item on the Bookshelf

Tap the icon.
In most cases, a notebook opens. For example, if you open Settings, you see a notebook that's used to set up the EO screen display and to view the names and sizes of installed software packages.

One exception is Accessories. **Accessories** is not a notebook. Instead, it's a sort of desk drawer that contains a collection of accessory applications, including a clock, keyboard, and disk connection applications.

"What's on the Bookshelf," next, shows what each item on the Bookshelf does and tells you where to find detailed information about each item.

What's on the Bookshelf

Item	What the item does	Where to find information
Help	Opens Quick Help, which gives you access to the Help Notebook. Quick Help and the Help Notebook provide reference information about EO hardware and software features.	"Getting Help," on page 53.
Settings	Contains settings that apply to all the documents you work with in the Notebook. Also contains information about applications and their sizes and about the operating system.	"Changing Settings," on page 55.
Stationery	Contains preformatted documents for applications that are installed in the EO.	"Adding New Types of Stationery," in section 3.

Item	What the item does	Where to find information
Accessories	Contains special-purpose applications and services.	Refer to the individual accessories that follow:
	Connections: Sets up connections with printers, external disks, disks on a network, and PCs.	Section 4, "Printing." Refer also to section 12, "Backups and Copies."
	Clock: Opens a clock that shows the time and date.	"Showing and Hiding the Clock," on page 58.
	Keyboard: Opens an on-screen keyboard that you can use to tap letters into a document.	"Writing with the On-Screen Keyboard," in section 10.
	PenTOPS Modem: Allows you to dial a PC through an external modem.	"Using PenTOPS Modem," in section 14.
Inbox	Contains incoming faxes and e-mail messages.	"Receiving Faxes" and "Receiving E-mail," in section 6.
Outbox	Contains outgoing faxes and e-mail. Also contains documents that will be sent to the printer when you connect to and enable a printer.	"Transmitting E-mail Messages" and "Transmitting Faxes," in section 6. Refer also to section 4, "Printing."
EO Phone	Used to dial voice calls.	Section 7, "EO Phone."
Notebook	Represents the main Notebook (you can add other notebooks).	"About the Notebook and Bookshelf," on page 32.

Responding to Option and Dialog Sheets

Option sheets set the characteristics of documents and application features. You open option sheets from the Options menu and by drawing a check mark over certain items.

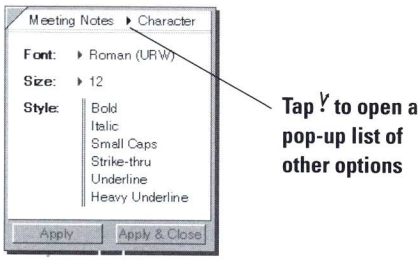
Dialog sheets ask you for information. For example, before you print a document, the EO presents a dialog sheet that asks you to choose a printer and specify the number of pages you want to print.

To use an option sheet

1. **Choose the command that opens the sheet you want to use.**

2. **Tap the options you want.**
   If an option shows an arrow, you can tap the arrow and choose a different option from the pop-up list.

A typical option sheet



3. **If you want to switch to a different option sheet, tap the arrow in the title line and choose a different sheet.**

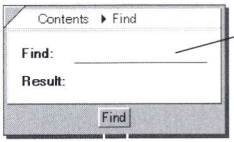
4. **When you've completed the changes:**
   - To cancel the changes, tap the close corner.
   - To confirm the changes, tap Apply & Close.
   - To confirm the changes and leave the option sheet open, tap Apply.

To use a dialog sheet

1. **Choose the command that opens the sheet you want to use.**
   Many dialog sheets appear when they're needed, without your choosing a command.

2. **Write the required information.**

A typical dialog sheet



Write the information. The EO translates as you write.

3. **Tap the appropriate button to confirm your changes and close the dialog sheet.**
   The buttons vary with the type of dialog sheet.

Tips for option and dialog sheets

To do this	Do this
Choose options from a multiple checklist	Tap the option you want. A check mark next to the option shows that this option is now in effect. To remove the check mark, tap again. Tap Apply & Close.
Choose an option from a pop-up list (indicated by an arrow)	Tap the arrow next to the current choice to see additional options. Then tap a different option. Tap Apply & Close.
Activate your choices and keep an option sheet open	Tap Apply.
Activate choices and close an option sheet	Tap Apply & Close.
Close an option sheet without changing any options	Tap the close corner.
Perform an action, such as finding an item	Tap the appropriate button, such as Find.
Change your mind and not perform an action, such a finding an item	Tap Cancel.
Close a sheet that has no close corner, without taking action	Tap Cancel.
Move a sheet out of the way	Press the title bar and, without lifting the pen, drag the sheet to a different spot.
Resize a sheet	Press the resize handle and drag it up or down.

To do this	Do this
Switch to a related sheet	Tap the arrow on the title line of the option sheet to see a list of other sheets. Then tap the name of the sheet you want.
Edit the text in fill-in fields	Draw a circle gesture over the text to open an editing pad,
Shortcuts:	
To display the text option sheet	Draw a check ✓ on selected words or text.
To display icon option sheets for Bookshelf icons	Draw a check ✓ on the icon or icon title.
To display the Document option sheet	In the Table of Contents, draw a check ✓ on the document title.

Getting Help

Your EO Personal Communicator was designed for mobility, so an on-screen help system is built in. You can use the help system to get answers to many questions that occur to you when your EO guides aren't at hand.

On-screen help comes in two forms:

- Quick Help (summarized topics)
- Help notebook (more topics, more details)

To turn to on-screen help

Draw a question mark ? over an object such as an icon, or tap the Help icon on the Bookshelf.
The PenPoint Help window opens. You can now use either Quick Help or the Help Notebook.

About ink *When you're writing in ink—for example, in a MiniNote document—a question mark is interpreted simply as an ink mark. The question mark gesture works only on non-ink objects.*

To use Quick Help

1. **Tap anything on the EO screen that you'd like to learn more about.**
   A summarized description of the item opens immediately in the Help window.

2. **To close the Quick Help screen at any time, tap the Cancel button.**

To use the Help Notebook

1. **In the PenPoint Help window, tap the Help Notebook button.**
   The Help Notebook opens to its contents page.

2. **Tap the topic you want.**
   You navigate the Help notebook the same way you navigate the main Notebook: by tapping page numbers or documents to turn to the page you want to see.

3. **To close the Help notebook at any time, tap the close corner.**

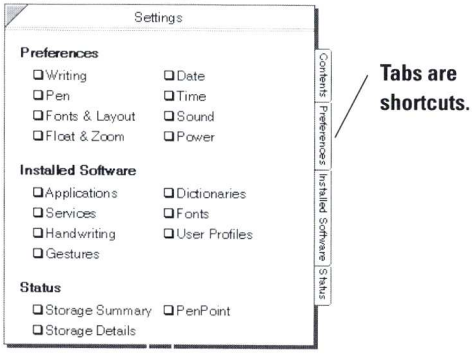
Changing Settings

The Settings notebook on the Bookshelf controls many basic aspects of the way your EO operates. For example, you use the Settings notebook to schedule automatic standby, verify the size of applications, and check memory status.

To change settings

1. **Open the Settings notebook.**
   You see the table of contents for Settings. Notice that there are three major functional areas: Preferences, Installed Software, and Status. Each of these areas has a tab at the right side of the notebook. These tabs give you shortcuts to items most frequently used.

Settings notebook, table of contents



2. **Follow the guidelines in "Tips on Settings," next.**

3. **Tap the Settings close corner when you've finished.**

Tips on Settings

To do this	Do this
Preferences	
Change the case of writing or change the style of writing pads you use	Tap Writing. For more information, refer to "Changing the Capitalization Style," in section 10.
Change the symbol for an unrecognized character to a different character	Tap Writing.
Change pen alignment to match your writing style	Tap Pen.
Show or hide the pen cursor (marker on the screen that shows where the pen is)	Tap Pen.
Change from the pen to a mechanical keyboard for writing	Tap Pen.
Change the speed of pen response (timeout)	Tap Pen.
Change the preset (default) font and size of text	Tap Fonts & Layout.
Rotate the Notebook on the screen (so you can work sideways, if you wish)	Tap Fonts & Layout, and then choose a new setting for Top Edge.
Change writing style from left hand to right hand	Tap Fonts & Layout.
Change the way the scroll margins work	Tap Fonts & Layout.
Turn floating and zooming off and on	Tap Float & Zoom.
Change the date and the way a date appears (change the date format)	Tap Date.
Change the time and the way time appears (change the time format)	Tap Time.
Switch to Standby or Shutdown state (with a hard disk)	Tap Power.

To do this	Do this
Switch to Standby or Shutdown (without a hard disk)	Refer to "Power States," in section 1. Caution: *Back up before you shut down!*
Set up for timed automatic Standby	Tap ▼ Power.
Check the charge in the main battery	Tap ▼ Power. The battery gauge shows the charge.
Make the EO 880 backlight stay on	Tap ▼ Power and then chose off for Auto Power Off Devices.
Installed Software	
See what applications are installed and how large they are	Tap ▼ Applications.
Check software version numbers	Tap ▼ Applications and choose Layout from the Options menu. In the Columns list, tap ▼ Version.
See what services (printer drivers and the like) are installed and how large they are	Tap ▼ Services.
See what dictionaries are installed and how large they are	Tap ▼ Dictionaries.
See what fonts are installed and how large they are	Tap ▼ Fonts.
Practice handwriting or gestures, or look up gestures	Tap ▼ Handwriting or Gestures and then tap ▼ Practice.
Install User Profile software so that you can set individual user preferences	Tap ▼ User Profile and then tap ▼ Install.
Status	
Check the amount of usable storage space and working space (RAM)	Tap ▼ Storage Summary.

To do this	Do this
Check to see how memory is being allocated	Tap ! Storage Details.
Check the version number and copyright details for PenPoint (operating system for the EO)	Tap ! PenPoint.

Showing and Hiding the Clock

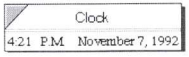
The EO provides a small **clock** that shows the time and date. You can move the clock to any convenient spot on the screen.

The actual time and date are set in the Settings notebook. For information, refer to "Tips on Settings," on page 56.

To show the clock

1. **Open Accessories, and tap ! the Clock icon.**
   The clock opens.

The EO clock



2. **Move the clock wherever you wish.**
   Press ! the title bar and drag to move the clock.

To hide the clock

Tap ! the close corner.

To change the way the clock is displayed

1. **Draw a check mark ✓ on the clock to open the Display options sheet.**
   If you see the Alarm options sheet instead, tap the right arrow in the title line and choose Display from the pop-up list.

2. **Tap the options you want to use, then tap Apply & Close.**

To set an alarm

1. **Draw a check mark ✓ on the clock to open the Alarm options sheet.**
   If you see the Display options sheet instead, tap the right arrow in the title line and choose Alarm from the pop-up list.

2. **Fill in the options and tap Apply & Close.**

Documents

This section shows how to create documents with EO applications and how to copy documents, attach one document to another, and create buttons for quick access to information.

The topics covered in this section apply to many, but not all, documents you create on the EO. You cannot check the spelling in Personal Perspective or EO Sound documents, for example.

This section assumes that you've worked through *Getting Started with Your EO Personal Communicator.*

Creating, Naming, and Saving Documents

To use an application, you must create a document for that application. For example, to write a MiniText letter, you first create a MiniText document. The document provides all the tools and features of the application.

The following steps show you how to create and name a document from any available application.

To create a new document

1. **Tap the Create menu to open it, or draw a caret ^ anywhere in the Table of Contents or on the Bookshelf.**
   The Create menu lists the applications and document types that are available on your EO.

2. **Tap the name of the application for which you want to create a new document (for example, tap EO Calc to create an EO Calc document).**
   In a moment the new document—named for the application—appears with its icon in the Table of Contents. Each application's icon specifically identifies the type of document.

Don't use the Stationery notebook *The Stationery notebook on the Bookshelf contains predesigned templates for each application you have installed on the EO. Do not create new working documents by opening a template from the Stationery notebook. Instead, use the Create menu as shown in this topic. For information about using the Stationery notebook, refer to "Adding New Types of Stationery," on page 65.*

To name a new document

1. **In the Table of Contents, draw a circle ○ gesture over the document name to open an editing pad, and then give the document a new name.**
   You can also open the document and draw the circle over the name in the title line.

2. **Tap OK when the name is correct.**

3. **Tap the document's icon once to open it.**

To change a document's name

1. **Circle ○ the name to open an editing pad.**

2. **Write the new name, and then tap OK.**
   You can circle ○ the name in the Table of Contents or in the title line while the document is open. The name change takes effect wherever the document name appears in the Notebook.

To close and save a document

Tap the Contents tab for the main Notebook.
If you've used a personal computer, you may be accustomed to saving a document when you close it. You never really close

a document on the EO. Instead, you simply turn to another page. The EO saves any new work and any changes when you turn a page.

You can also choose **Checkpoint** from the Document menu to save changes. Checkpoint is the EO's equivalent of a *save* command. The Revert option in the Document menu tells the EO to switch the document back to the state it was in when you first turned to it.

Moving or Copying a Document

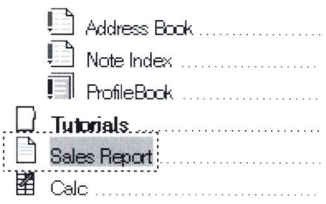
At times you may want to move documents around in the Notebook. You can move documents to change the order of the Table of Contents, and you can also move documents from section to section and from the EO to an external disk drive.

If you want to revise a document and keep the original version intact, you can make a copy and revise the copy. You may also want to make a copy for backup purposes. Bear in mind that copies use up storage space. For instructions on removing unused copies, refer to "Deleting a Document," on page 65.

To move a document

1. **In the Notebook Table of Contents, press ↓ the name of the document you want to move.**
   A *single* dashed line (marquee) appears around the name.

Document ready to move



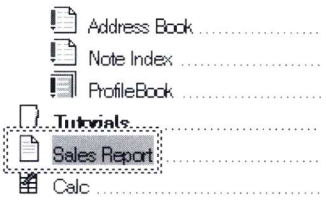
If you want to cancel the move, tap anywhere else on the screen to deselect the icon.

2. **Drag the name to a different spot in the Notebook and lift the pen.**
   In a moment the icon for the document moves to the new location and disappears from the original location.

To copy a document

1. **In the Notebook Table of Contents, tap press the name of the document you want to copy.**
   A *double* dashed line (marquee) appears around the name.

Document ready to copy



If you want to cancel the copy, tap anywhere else on the screen to deselect the icon.

2. **Drag the name to a different spot in the Notebook, and then lift the pen.**
   A dialog sheet asks for a new name if another document exists with the same name. If you want to replace a document of the same name, accept the Overwrite option.

3. **Rename the copy and tap Copy.**
   In a moment an icon for the copy appears at the spot to which you dragged the marquee.

Deleting a Document

To conserve memory and keep the Notebook from filling up with unused items, you should periodically remove documents you no longer need.

If you need to save copies for your archives, or if you think you may need a document later, you can copy the document onto an external disk before you delete it from the Notebook.

To delete a document

1. **In the Table of Contents, draw a cross-out ✕ on the title of the document.**

2. **When asked to confirm your intention, tap Delete.**
   If you change your mind, tap Cancel.

Adding New Types of Stationery

The Stationery notebook on the Bookshelf contains preformatted **stationery** (templates) for each application that's installed on the EO. Some applications come with several different types of stationery, such as a letter design or a memo design.

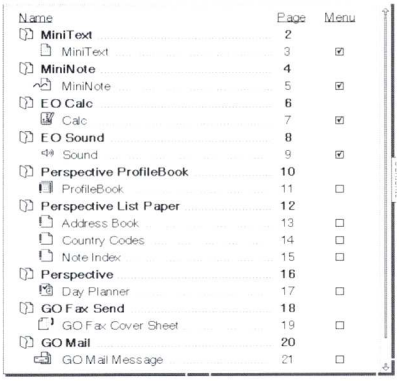
When you add an application to your EO, its stationery is automatically placed in the Stationery notebook. The Create menu shows a list of the types of stationery available for use. You can use the Stationery notebook to add different types of stationery to, and remove other types from, the Create menu.

You can create custom stationery by revising a copy of an application's stationery. For example, you might create a letterhead document, with your company name at the top, and add your custom stationery to the Create menu.

To add stationery to the Create menu

1. **Tap the Stationery icon on the Bookshelf to open the Stationery notebook.**

Stationery notebook



2. **Tap the Menu check box next to the stationery you want to add to the menu.**
   A check mark appears to show that the stationery is now on the Create menu.

3. **Tap the close corner to close the notebook.**
   You can now use the Create menu to make a new document of this type.

To remove stationery from the Create menu

1. **Open the Stationery notebook.**

2. **Tap the stationery item to remove the check mark.**
   You no longer see this item in the Create menu.

To remove stationery from the Stationery notebook

1. **Open the Stationery notebook and draw a cross-out ✕ over the title of the stationery you want to remove.**
   Although you can restore stationery to the notebook, you'll have to go to some trouble to do this, so you should think hard before you remove a stationery item.

2. **When the EO asks you to confirm your intention, tap Delete.**
   To restore the stationery you have removed, you must reinstall the application. At reinstallation, the stationery is automatically recreated in the Stationery notebook. For instructions, refer to "Installing an Application Automatically," in section 13.

To create custom stationery

1. **Open the Stationery notebook and make a copy of the stationery you want to customize.**
   You may want to set up preferred fonts or change the margins. For more information on these activities in MiniText documents, refer to "Styling and Formatting Text," in section 10. To find out how to copy a document, refer to "Moving or Copying a Document," on page 63.

   Don't modify the original *Always use a copy of stationery to make changes. If you modify the original stationery, all documents you create will reflect the changes. So, unless you're very sure of what you want, make a copy and modify the copy to create custom stationery.*

2. **Use a circle ○ gesture to open an editing pad, and then rename the stationery.**
   If you duplicate the name of existing stationery, you're asked whether you want to use a new name or overwrite the existing stationery.

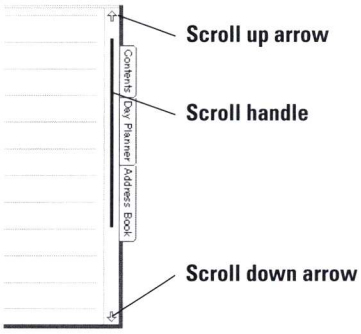
3. **Tap the new icon to open the page, and then make the changes you want.**

4. **Return to the Stationery notebook table of contents and tap the Menu check mark next to the new item.**
The custom stationery now appears on the Create menu, ready to use.

Scrolling a Document

Many documents will not fit on the screen, so you'll need to **scroll** to bring different portions into view.

Scroll margin



You can use the scroll margin or flick gestures to move around in the document itself, as described in "Scrolling tips," next.

Scrolling tips

To do this	Do this
Scroll upward one line	Flick up on the line. The text following the line also moves upward.
Scroll downward one line	Flick down on the line. The text following the line moves downward and out of view.
Go to the beginning of a document	Double flick down anywhere in the document.
Go to the end of a document	Double flick up anywhere in the document.

To do this	Do this
Move to the middle of a document	Drag the scroll handle to the middle of the scroll margin. (The scroll handle always reflects your relative position in the document.)
Scroll upward	Tap the bottom scroll arrow to see more of the page toward the top.
Scroll downward	Tap the top scroll arrow to see more of the page toward the bottom.
Scroll continuously	Press the top or bottom scroll arrow.

Working with Floating Documents

The EO is preset to float documents on the screen. A **floating document** stays "on top" of the Notebook regardless of the page you're on. This means that you can work with two documents at once, comparing their contents or moving information from one document to another.

A floating document first opens at less than full size. Its small size allows you to see another beneath it. When you want to concentrate on a floating document, you can zoom it up to full size.

Closing the Notebook too often *You may find that you're closing the Notebook too often, or you're accidentally floating documents by double tapping their icons. If so, you may want to turn the float and zoom options off, as described in this topic.*

To zoom a floating document to full size

Flick up on the title line.
Make sure you begin the flick within the title line.The document zooms to full size when you complete the gesture.

Full size hides the rest of the Notebook
While the document is zoomed out, you cannot use other parts of the Notebook.

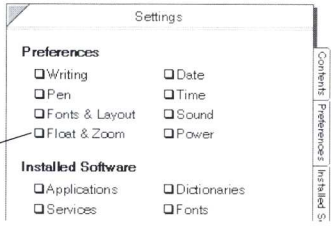
To zoom a document to its reduced size

Flick down on the title line.

To turn off float and zoom

1. **Open the Settings notebook.**

Resetting float and zoom



Turns Float & Zoom off and on

2. **In the Preferences area, tap Float & Zoom.**
   You see the Float & Zoom sheet.

3. **In the Floating Documents area of the Float & Zoom sheet, tap Not Allowed.**

4. **In the Zooming Documents area, tap Not Allowed.**

5. **Tap Apply.**
   If you turn off Zooming Documents but leave Floating Documents on, you can work with floating documents only in reduced size.

To close a floating document

Tap the close corner.

> ***Closed notebook*** *Since the EO is preset to float documents, you may inadvertently close the Notebook by tapping its close corner. To reopen the Notebook, tap its icon (on the Bookshelf). Then draw a flick up in the title line to zoom the Notebook to full size.*

Adding Attachments to a Document

You can attach one document to another when you want to treat the two documents as one. For example, you might want a financial summary that you created in EO Calc to appear in the middle of a memo written in MiniText. You make this sort of attachment by **embedding** one document in another.

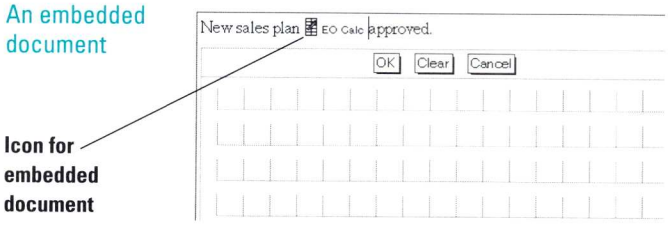
The attachment can be the same type of document as the original or it can be created in a different application, such as EO Calc (as in the example in the previous paragraph).

To embed a document inside a document

1. **Turn to the document in which you want to embed a document.**

2. **Draw a double caret where you want the embedded document to go.**
   The Create menu opens.

3. **In the Create menu, tap the stationery you plan to use.**
The EO embeds a new document where you drew the double caret. An icon shows the type of stationery.



To write in a new embedded document

Tap the icon.
The document opens. When you've completed your work, tap the close corner to reduce the document to its icon.

To embed an existing document

1. **In the Table of Contents, press the icon of the document you want to embed.**
A single marquee shows that the icon is ready to be moved. If you want to embed a *copy* of the document, tap press the icon to get a double marquee.

2. **Turn to the document in which you want to embed the other document.**
The marqueed icon floats above the page.

3. **Drag the icon to the spot you want.**
You can place the icon wherever you want to embed the document—between two words or at a paragraph break.

Tips on embedding documents

To do this with an embedded document	Do this
Open the new embedded document	Tap the icon.
Move an embedded document	Close the document by tapping the close corner. Press the icon and drag it to a new location.
Make an embedded document a main document	Close the embedded document and press the icon until you see the dashed line around it. Turn to the Table of Contents and drag the document onto the page.
Delete an embedded document	Draw a cross-out X on the icon if the embedded document is closed, on the title line if the document is open.
Close an embedded document	Tap the close corner.
Change the way the icon for an embedded document looks	Draw a check on the icon to open an option sheet, and then tap a different style of display.
Display a border around an embedded document	With the embedded document open, choose Controls from its Options menu. Then choose a different style from the Borders pop-up menu.
Hide or show a document's title line and menus	Draw a flick up down anywhere on the page. Repeat the gesture to bring the title line and menus back into view.
Float an embedded document	Draw a check on the embedded document's icon to open the Icon option sheet. On the sheet tap Pop-up, and then tap Apply & Close.

Using Buttons to Move Quickly Through the Notebook

You can add buttons that take you quickly to another location in the same document or to a certain place in another document. The buttons "refer" to another spot, so they're called **reference buttons.**

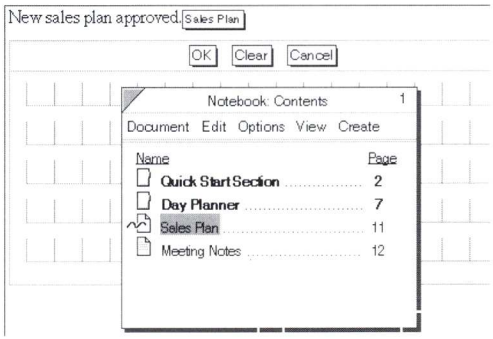
To create a button that takes you to another document

1. **In the Table of Contents, tap the title of the document to which you want the button to go.**
   The title highlights (darkens), showing that it's selected.

2. **Turn to the document in which you want to place the button.**

3. **Draw a double circle where you want the button to appear.**
   The button appears, labeled with the title of the document you selected in the Table of Contents.

Adding a button



4. **Tap the button to check the results.**
   The document to which the button refers opens on the screen.

What happens to a button when you print
When you print, the button icon and its label are also printed. To avoid printing the button, you can move it to the cork margin, as explained in "Keeping Items Available in the Cork Margin," on page 76

To create a button that takes you to a specific place

1. **Turn to the document to which the button will refer.**
2. **Find a word or two of text to which you want the button to refer.**
3. **Tap the text.**
   The text highlights (darkens) to show that it's selected.
4. **Turn to the document in which you want to place the button.**
5. **Draw a double circle where you want the button to appear.**
   The button appears, labeled with the text you selected in the linked document. You can now use the button to move instantly to that spot in the other document.

   You can use the same method to add a button within a long document.

Button tips

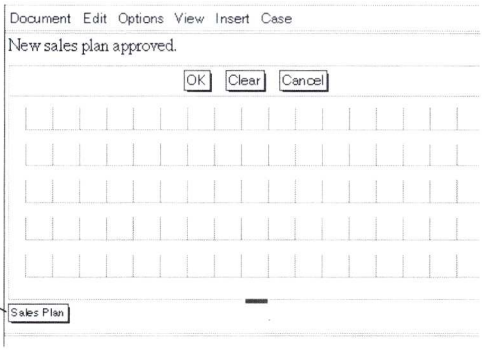
To do this with a button	Do this
Use a button	Tap the button to turn to the linked document.
Work with the original and the linked document at the same time	Double tap the button. The linked document now floats over the other document.
Avoid printing a button	Move the button to the cork margin (refer to "Keeping Items Available in the Cork Margin," next. Otherwise, the button icon and its label appear when you print.

To do this with a button	Do this
Rename a button	Draw a circle on the button and edit the text in the editing pad.
Move a button	Press the button and drag it to a new location.
Delete a button	Draw a cross-out X over the button.
Make a new reference point for a button	Select text or an object at the new location, and then triple tap the button. The button label changes to show the new location.

Keeping Items Available in the Cork Margin

You may want quick access to certain documents, buttons, or accessories that you use frequently. You can store such items in the **cork margin**—a readily accessible "bulletin board" at the bottom of a document.

Cork margin



A button in the cork margin

To show or hide the cork margin

1. **Draw a C in the document's title line.**
   The cork margin appears at the bottom of the document, beneath a double line. If the cork margin is already there, drawing a C hides the margin.

2. **To work with items in the cork margin, follow the steps in "Cork margin tips," next.**

Cork margin tips

To do this	Do this
Show the cork margin	Draw a C in the document's title line. To hide the margin, repeat the gesture in the title line.
Move a button from a document into the cork margin	Press the button and drag the item into the cork margin (tap press to copy the button).
Move an embedded document into the cork margin	Press the document's icon and drag it into the cork margin (tap press to copy the document).
Move a document from the Table of Contents into the cork margin	Press the document's icon to move it (or tap press to copy) and drag the icon into the cork margin.
Create a new document or note in the cork margin	Draw a caret in the cork margin to open the Create menu. Then tap the stationery you want to use.
Move an accessory (such as the Keyboard application) into the cork margin	Press the accessory's icon to move it (or tap press to copy), and then drag the icon into the cork margin. The EO warns you if the accessory should not be moved.
Create a button in the cork margin that takes you to a specific place	Select the text or object you want the button to refer to and then draw a double circle in the cork margin.

Printing

This section shows you how to connect to a printer and print documents that you create on the EO.

This section assumes that you've worked through *Getting Started with Your EO Personal Communicator.*

About Printers

You can print EO documents on a printer that's attached directly to the EO. If your EO is connected to a PC, you can use a printer that's attached to that PC.

> ***When a printer isn't available, try a fax*** *If a printer isn't available, you can get a hard copy quickly by faxing a document to the nearest fax device. Most offices have fax devices, so all you need to do is to connect the EO to a phone line and send the fax to the local number.*

The EO comes with printer software (printer drivers) for two commonly used printers:

- PCL driver for Hewlett-Packard laser printers
- DotMatrix driver for non-laser printers

If your printer requires a different type of printer driver, that software is probably provided with the printer. To install the software in the EO, follow the instructions in "Installing an Application Automatically," in section 13. Also note that some printers may require additional memory to work properly.

Setting Up to Print

Before you print documents, you must connect a printer and set software options that control printer activity. You need to do the setup procedure only once if you always use the same printer.

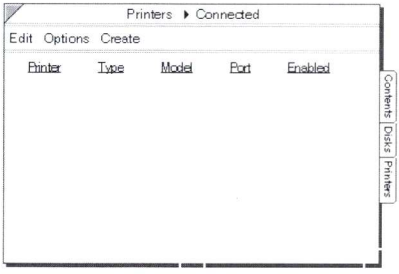
To set up for printing

1. **Connect the printer cable to the printer port on the EO.**
   If your printer cable doesn't fit the EO, contact EO Technical Support for information on ordering a printer cable adapter.

2. **Open the Connections notebook (it's in Accessories).**

3. **Tap the Printers tab to turn to the Printers Connected page.**

Printers Connected page



4. **Tap the Create menu to open it.**
   You see a list of the printer drivers that are currently available on the EO.

5. **Tap the appropriate driver.**
   You see a small dialog sheet that requests a name.

6. **Write a name for the new printer description.**
   The name might be, for example, "Accounting" or "Letter."

7. **Tap the appropriate port for your printer (parallel port for most printers).**

8. **Choose the name of the printer model from the Model pop-up list.**

9. **Tap ! Create to add the printer to the list of available printers, and then close the sheet (tap ! the close corner).**
   You can have different printer descriptions for the same printer, each with a different name. You might use one description for draft-quality printing and another for high-quality printing.

To specify the way paper feeds into the printer

1. **In the Printers Connected sheet, draw a check ✓ on the name of the printer to open its option sheet.**

2. **Choose a paper-feed option from the pop-up list.**

To rename a printer description

In the Printers Connected page, draw a circle ○ on the name and change it in the editing pad.

To back up a printer description

Copy the description from the Printers Connected page to the Disks Connected page.
Complete instructions for backing up documents and files appear in section 12, "Backups and Copies."

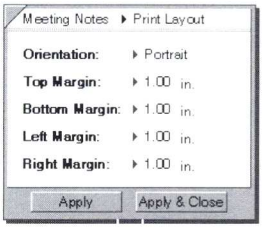
To delete a printer description

In the Printers Connected page, draw a cross-out ✗ on the name.

To change the page layout

1. **Turn to the document you want to print, and then choose Print Setup from the Document menu.**
   You see the Print Layout sheet.

Print Layout


Meeting Notes ▸ Print Layout
Orientation: ▸ Portrait
Top Margin: ▸ 1.00 in.
Bottom Margin: ▸ 1.00 in.
Left Margin: ▸ 1.00 in.
Right Margin: ▸ 1.00 in.
Apply
Apply & Close

2. **Choose a page layout from the Orientation pop-up list.**
   - **Portrait** positions the document vertically on the page.
   - **Landscape** positions it horizontally.

3. **Choose a different margin setting from each of the margin pop-up lists, or write your own settings.**

4. **Tap Apply & Close.**
   The EO is preset to print documents vertically on a page (Portrait orientation), with margins of 1 inch on the top, bottom, and sides.

Adding a Header or Footer

Before you print, you can set up a header or footer. A **header** prints on the top of each page, and a **footer** prints at the bottom. You can use headers and footers to show page numbers, dates and times, document titles, or any other text.

To add a header or footer

1. **Turn to the document you want to print, and then choose Print Setup from the Document menu.**
   You see the Print Setup options sheet.

2. **Tap the arrow in the title line and choose Headers & Footers to open that options sheet.**

3. **Write the text you want to appear in the header, the footer, or both.**
   Text in a header repeats at the top of every page when you print the document. Text in a footer repeats at the bottom of every page.

4. **Choose the number of inches for the header and footer margins.**
   The header margin is the distance from the top of the page to the header. The footer margin is the distance from the bottom of the page.

5. **Choose a font and size (your choice applies to both header and footer).**

6. **Tap Apply & Close.**
   To see the headers and footers, you must print the document.

Tips on headers and footers

To do this	Do this
Include sequential page numbers in a header or footer	Write *pg.* (including the period).
Show the current date	Write *dt.* (including the period).
Show the document name	Write *nm.* (including the period).
Print a header or footer on the first page, as well as on subsequent pages	Choose Yes from On First Page.
Leave the header and footer blank on the first page only	Choose No from On First Page.
Write text that is too long for the header or footer line	Draw a circle ↺ gesture on the field to open an editing pad and enter the text there. You can resize the pad to make it longer if you need more space.

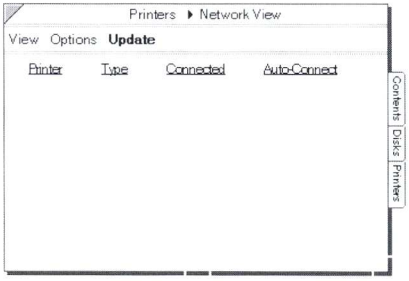
Connecting to a Network Printer

If you're working in a location that has a network printer, you can print your documents on it. Your network administrator can make sure that you have the appropriate printer driver for the network printer.

To connect to a network printer

1. **Connect the EO to the network.**
2. **Open the Connections notebook.**
3. **Tap the Printers tab to turn to the Printers Connected page, tap the arrow in the title line, and choose Network View from the pop-up list.**
   If your EO is connected to a PC, a printer attached to that PC is considered a network printer.

Network view



4. **Tap the Connected box for the printer you want to use.**
   You see the name of the network printer in a dialog sheet. You can rename the printer if you wish.

5. **Choose the appropriate driver from the Type list.**
   You may need to consult your network manager.

6. **Choose the model from the Model pop-up list.**

7. **Tap Create to confirm the settings.**

8. **Turn to the Printers Connected page.**
   You see the newly connected printer.

9. **Tap Auto Connect if you want to connect to this printer each time you connect to the network.**
   You can now close the Connections notebook and proceed with other work.

Printing

You can print a document immediately (if the printer is connected and enabled), or you can send the document to the Outbox and print it later.

To print (now or later)

1. **Turn to a document and choose Print from the Document menu.**

2. **When you see the Print sheet, choose a printer description from the Printer pop-up list.**

3. **If you have connected a printer, choose Yes from the Printer Enabled pop-up list. If not, choose No.**

4. **Choose a paper size from the pop-up list.**
   If you're printing on a size that is not included in the list, write the dimensions you need in the width (W) and height (H) fields.

5. **Choose All from the Pages pop-up list to print the entire document.**
   You can also write in a range of pages, such as 1–5.

6. **Write the page number you want to appear on the first page you print, if you want to print page numbers.**

7. **Tap ⁉ Print & Close.**
   If the printer is connected and enabled, the document is printed. If the printer is not connected, a copy of the document goes into the Outbox. As soon as you connect to and enable the printer, the document is printed from the Outbox. Wait until printing is complete before using your EO.

Printing tips

To do this	Do this
Print a single page	Write the same number twice in the page-range field (for example, 2–2 to print only page 2.
Print several documents	Connect to the printer and choose Print for each document, but do not enable the printer until you come to the last document. As soon as you enable the printer, all the items that were sent to the Outbox are also printed.
Print directly from the Outbox	Open the Outbox and tap the box next to the printer description in the Enabled column.
Delete a document from the Outbox	Open the Outbox and draw a cross-out X on the name.
Interrupt printing	Tap Enabled in the Outbox. A message asks you whether you want to print the rest of the documents or wait until later.
Change the order of printing	In the Outbox, move the document you want to print to the top of the list.
Switch to a different printer when the Outbox contains unprinted documents	Delete the copy in the Outbox. Then turn to the document in the main Notebook and again choose Print, changing the printer description as appropriate.
Edit a document that's in the Outbox	Tap the document icon within the Outbox. Your changes will not appear in the original document. To keep the new version, you can copy it into the main Table of Contents.
Print an embedded document	With the document open, choose Print Setup from the Document menu and turn to the Embedded Printing sheet (tap the title line to show the pop-up list). Set the options you want, and then tap Apply & Close. You can now use the Print command to print the document.
To print only the main document, without any embedded documents	With the document open, choose Print Setup from the Document menu and turn to the Embedded Printing sheet (tap the title line to show the pop-up list). Choose No for the Print option.

To do this	Do this
To print the main document without showing either an icon for an embedded document or the contents of the document (quick way)	Move the icon for the embedded document into the cork margin. For an explanation, refer to "Keeping Items Available in the Cork Margin," in section 3.
To print embedded documents at the end of the main document	With the document open, choose Print Setup from the Document menu and turn to the Embedded Printing sheet. Choose At End for the Location option.

Troubleshooting

If you have problems printing, check the possible solutions in "Printing problems," next.

Printing problems

Problem	Possible solution
Only a portion of an embedded document appears when you print.	Only the visible portion of an embedded document is printed. If you have reduced the embedded document, only the area that shows within the borders will be printed.
Only the icon for an embedded document appears when you print, but you want to print the entire embedded document	With the document open, choose Print Setup from the Document menu and turn to the Embedded Printing sheet. Make sure that Print is set to Yes and Apply To is set to Embedded Documents.
The printer you want to use is not listed on the Printer pop-up list.	Refer to "Printing," on page 79, for instructions on identifying a printer.
Printing will not work on an attached laser printer. Document is sent, but nothing is printed.	The printer may not have enough memory to store the data. Make sure the printer has at least 1MB of memory installed.

Editing Text

This section shows you how to proof your work, edit and revise text, check spelling, and search for text.

This section assumes you've worked through *Getting Started with Your EO Personal Communicator.*

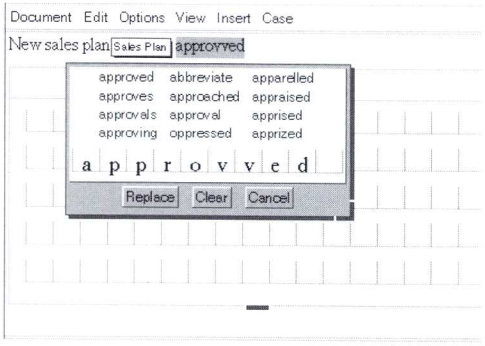
Proofing Your Work

The EO provides a proof sheet you can use to correct words in text you've written. Use the proof sheet when you want to check a word or two. Use the spelling checker to check an entire document (refer to "Checking the Spelling," on page 90).

To use the proof sheet

1. **Draw a P over the incorrect word to display the proof sheet.** The word appears in the proof sheet, which shows a list of alternative words.

Proof sheet


Document Edit Options View Insert Case
New sales plan Sales Plan approvved
approved abbreviate apparelled
approves approached appraised
approvals approval apprised
approving oppressed apprized
a p p r o v v e d
Replace Clear Cancel

2. **Tap the correct word to select it, and then tap Replace.**

3. **To edit one of the words in the proof sheet, double tap the word to put it in the proof sheet's editing pad, and then change the word.**

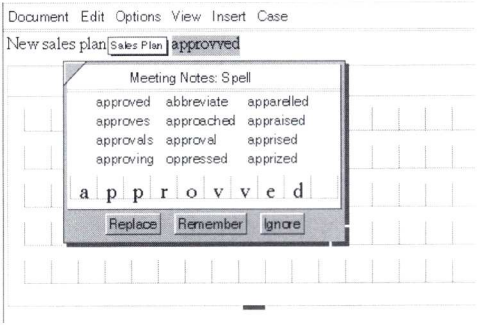
Checking the Spelling

When you check spelling, the EO checks your words against entries in the main dictionary. You can add words of your own, such as company names, to a personal dictionary as you check the spelling. Note that your EO will do a better job of text translation when words are included in the dictionary.

To check spelling

1. **Draw an S on the title line.**
   When the EO sees a word it doesn't recognize, the spelling sheet opens.

Spelling sheet


Document Edit Options View Insert Case
New sales plan Sales Plan approvved
Meeting Notes: Spell
approved abbreviate apparelled
approves approached appraised
approvals approval apprised
approving oppressed apprized
a p p r o v v e d
Replace Remember Ignore

2. **If you see the correct word, tap the word to select it, and then tap Replace.**
   Or write the word in the spelling pad, and then tap Replace.

The spelling check continues, stopping at each word that doesn't match the dictionary. At the end, the EO reports on how many suspect words were found.

Spell-check tips

To do this while checking	Do this
Add a word to the dictionary	Tap Remember. The word is automatically added to the personal dictionary.
Enter a word that is not listed in the spelling sheet	Write the correct word in the spelling sheet and tap Replace.
Pass by a questionable spelling throughout a document	Tap Ignore.

To cancel checking

Tap the close corner of the spelling sheet at any time.

To edit the personal dictionary

1. **Open the Settings notebook and turn to the Dictionaries page.**
2. **Select a personal dictionary.**
3. **Tap the Open menu to see a list of the words in the dictionary.** Use flick up or flick down gestures to move through the list.
4. **Edit any words you wish to change by using standard scratch out, cross out X, caret (to add a new word), and circle gestures.**

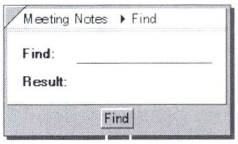
Searching for Text

You can quickly search through a document for words or text expressions.

To search for text

1. **Draw an F on the document title line to open the Find sheet.**

Find sheet



2. **Write the text you want to find, and then tap Find.**
   You can repeat this procedure until you find the occurrence you want or until you see the message "Reached End."

> ***Deleting old text*** *Text in the Find and the Find & Replace sheets may carry over from one search to the next. You can delete the old text with a cross out, or you can tap the text to open an editing pad.*

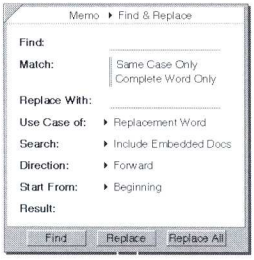
To close the Find sheet

Tap the close corner at any time.

To search for text and replace it

1. **Draw an F on the document title to open the Find sheet.**
2. **Tap the arrow at the top of the sheet to open the Find & Replace sheet.**

Find & Replace sheet



3. **In the Find & Replace sheet, write the text you want to find in the Find field.**

4. **Write the replacement text in the Replace With field.**

5. **Tap Find to look for the first occurrence of the text, and tap Replace when the text is found.**
   If you don't want to replace the text when you find it, tap Find again to look for the next occurrence.

6. **To replace every occurrence—be careful—tap Replace All.**

To define the search and replace procedure

Follow the guidelines in "Search tips," next, to modify the Search & Replace sheet.

Search tips

If you choose this option	Do this
Match	Tap "Same case only" to find the text only if it is capitalized the same way. Choose "Complete word only" to find whole words or expressions the same way you wrote them.
Use case of	From the pop-up menu, choose "Original word" to capitalize a replaced word if it is capitalized in the document. Choose "Replacement word" to replace the word with the one you wrote.

If you choose this option	Do this
Direction	Choose Forward to search toward the end of the document. Choose Backward to search toward the beginning.
Start From	Choose Beginning to start at the top of the document. Choose End to search backward from the end. Choose Last Match to search from the last place at which the text was found.

GO Mail and GO Fax

This section gives step-by-step instructions for addressing, sending, and receiving electronic mail and faxes.

A separate guide, *The World of Messaging: An Introduction to Personal Communications,* provides a complete overview of e-mail and fax concepts. *The World of Messaging* provides details on addressing and offers guidelines on efficient, effective communications.

This section assumes that you've worked through *Getting Started with Your EO Personal Communicator.*

About Communications

With your EO Personal Communicator, you can send and receive e-mail, send and receive faxes, and dial phone calls. Communications to and from your EO are based on phone connections made through standard telephone wires or through the wireless EO Cellular Module.

You can make voice or data calls

You can use the EO to dial your regular phone when you want to talk to another person. This type of phone use is referred to as a **voice call.** When you send e-mail and faxes over a phone connection, you're making a **data call.** You can make both voice and data calls directly from your EO.

For voice calls, you use EO Phone

EO Phone is a built-in application that is integrated with your Address Book. When your EO is connected to a phone—standard or cellular—you can look up a number and have the EO dial the number for you. For information, refer to section 7, "EO Phone."

For voice and data calls, you set up a dialing location sheet
For voice calls, e-mail, and faxes, you set up a dialing location sheet that tells the EO where you are—your current phone number, time zone, and area code. You set up the dialing location sheet once and modify the sheet only if you change locations.

You address messages and send them to the Outbox
You address e-mail and faxes and then send them to the EO Outbox. E-mail and faxes can collect in the Outbox until it's convenient for you to transmit them.

The Inbox collects incoming messages
When you connect to AT&T Mail or another service, the EO receives any incoming messages from your account and places the messages in your Inbox. Incoming messages remain in the Inbox until you move them elsewhere or delete them.

Deciding Between E-mail and Fax

Electronic mail (e-mail) and faxing involve different technologies. The differences are important when you decide whether you want to send a message by e-mail or by fax. For detailed information on this topic, refer to *The World of Messaging: An Introduction to Personal Communications.*

E-mail messages generally contain only text, although you can send ink documents to other PenPoint users. Because they are usually text-based, most e-mail messages are much smaller than faxes. When a message is small, you save time and money because transmission time is shorter.

A **fax message** contains a digitized image—an electronic picture—of whatever is on a page. Digitized images can be very large, so a fax occupies more storage space and may require significant transmission time. But a fax has the advantage of conveying a picture, for example, or a personal note.

A special benefit of faxing is that you can send a fax to anyone who has an ordinary phone-based fax machine. E-mail can only be received by someone who has an e-mail account or a personal communicator.

Setting Up for Communications

This topic gives instructions for connecting the EO to a phone line. If you worked through *Getting Started with Your EO Personal Communicator*, you've probably already completed these steps.

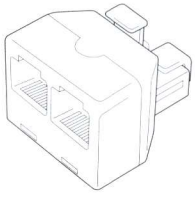
To connect a standard phone line

1. **Take the EO phone cord and duplex phone jack out of the Accessory Kit.**

   Special phone cord *The EO phone cord has a small "bump" near one end of the cord. This bump contains electronics that help reduce electrical emissions during telephone transmissions. Whenever you connect your EO to a phone jack, you should use the EO phone cord provided and make sure that the end nearest the bump is plugged into the EO.*

2. **Unplug the existing phone cord from its wall outlet and plug the duplex jack into the wall outlet.**
   Using the duplex jack allows you to keep both the EO and a standard phone connected to the wall outlet.

Duplex jack



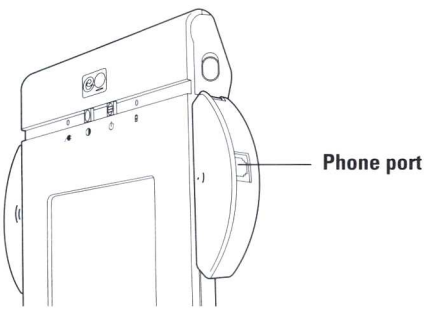
3. **Insert the existing phone cord into one side of the duplex jack.**

4. **Insert the non-bump end of the EO phone cord into the other side of the duplex jack.**
   For an explanation of the bump, refer to the note on the previous page.

5. **Insert the bump end of the EO phone cord into the phone port of the EO.**
   The phone port is on the right side of the EO as you face the screen. A telephone icon identifies the port.

> ***Standby*** *You may find that connecting the phone line turns the EO on if it was in Standby and set up to receive faxes. If this happens, simply press the On/Standby button to return to Standby.*

Attaching the phone line



To set up an EO Cellular Module

Refer to *Connecting with Your EO Cellular Module* and return to this section when you've attached the phone.
The EO Cellular Module comes with a complete guide to assembling, attaching, and using the phone.

Using GO Mail

Before you can send and receive e-mail messages through your EO Preferred AT&T Mail Account, you need to specify certain settings for the GO Mail application and for AT&T Mail.

> ***Other services*** *This topic describes setup for the AT&T Mail service. If you add a different service you may need to change some of the options to match that service's requirements.*

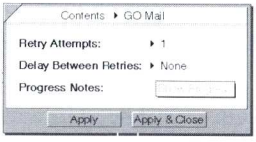
You can set up automatic connections so that you can receive mail at any time. For example, you can set up your EO to connect to AT&T Mail every night at 3:00 A.M. and receive messages while you're asleep.

To set up GO Mail in the Outbox

1. **Tap the Outbox icon to open the Outbox notebook.**

2. **Draw a check mark ✓ over the GO Mail title.**
   You see the GO Mail options sheet.

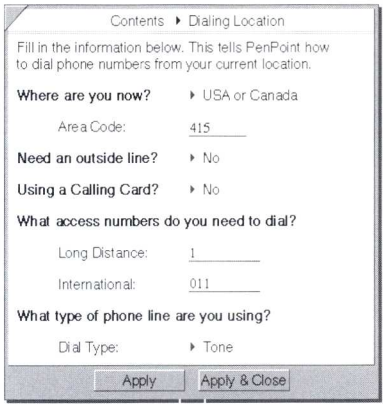
Specifying GO Mail options



3. **Choose the options you want from the retry pop-up lists and tap Apply.**
   The option sheet remains open.

4. **Tap the arrow in the option sheet title line and choose Dialing Location from the pop-up list.**
   The Dialing Location sheet opens.

Specifying where you are


Contents ▸ Dialing Location
Fill in the information below. This tells PenPoint how to dial phone numbers from your current location.
Where are you now? ▸ USA or Canada
Area Code: 415
Need an outside line? ▸ No
Using a Calling Card? ▸ No
What access numbers do you need to dial?
Long Distance: 1
International: 011
What type of phone line are you using?
Dial Type: ▸ Tone
Apply
Apply & Close

You need to complete this sheet only once, unless you change locations. For example, if you change countries, you need to update the country code. You also need to change the outside line setting if, for example, you move from an office setting where an outside line is required to a home setting where you're using a standard phone line.

There is only one Dialing Location sheet. Whether it appears with GO Mail, Go Fax, or EO Phone, it is the same sheet. Changes made in any application will affect all others.

5. **Fill in your area code and other information on the Dialing Location sheet.**
   The EO translates as you go. If you need to make a correction, draw a circle ↺ gesture over a word or number to open an editing pad and make your corrections there.

   If you're using a credit card, tap ☞ Yes and add your card number.

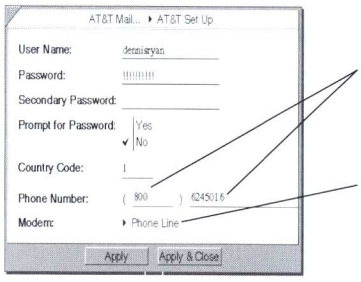
6. **When the sheet is complete, tap ☞ Apply & Close.**

To set up for AT&T Mail

1. **In the Outbox, draw a check mark ✓ over the GO Mail title.**
   You see the GO Mail options sheet

2. **Tap the arrow in the option sheet title line and tap AT&T Mail in the pop-up list.**
   The AT&T Setup options sheet opens.

Setting up for AT&T Mail



In Canada: Change the preset AT&T Mail number to 416-502-3000

Phone line or wireless (cellular)

For other access numbers outside the United States, refer to *The World of Messaging: An Introduction to Personal Communications*.

3. **Fill in the setup sheet using the information supplied in the AT&T Mail welcome kit.**
   This information includes your user name and password and the AT&T Mail 800 phone number.

4. **In the Modem pop-up list, specify the type of connection you plan to use.**
   - Tap Phone Line for a standard phone line.
   - Tap Wireless for an EO Cellular Module.

5. **Tap Apply & Close.**

Setting other AT&T Mail options

To do this	Do this
Switch the modem speaker on and off	In the Outbox, tap GO Mail to select the name and choose AT&T Setup from the Options menu. In the AT&T Mail title line, choose Modem Settings from the pop-up list. Tap the option you want and then tap Apply & Close.
Change the modem speaker volume	In the Outbox, tap GO Mail to select the name and choose AT&T Setup from the Options menu. In the AT&T Mail title line, choose Modem Settings from the pop-up list. Tap the option you want and then tap Apply & Close.
Schedule GO Mail to send and receive messages automatically at times that you choose.	In the Outbox, tap GO Mail to select the name and choose AT&T Setup from the Options menu. In the AT&T Mail title line, choose Link Scheduling from the pop-up list. Tap to turn on Link Scheduling and then tap the days and times you wish to link. The times apply for every selected day.

Addressing E-mail Messages

To send a document by e-mail, you first address the item and send it to the Outbox. For convenience you can batch messages in the Outbox and transmit them all at once.

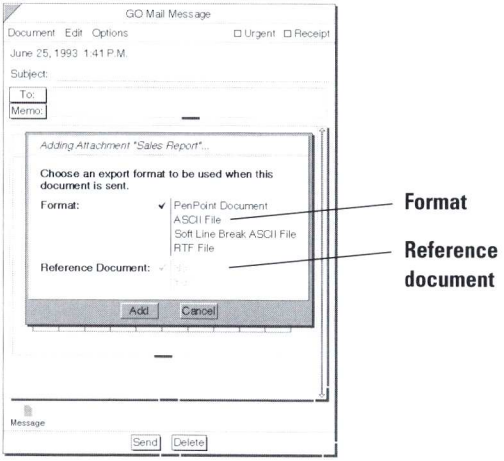
To prepare a document for mail

1. **Open the document you want to send (for example, a MiniText document).**
   You can also select the document title in the Table of Contents.

2. **Choose Send > GO Mail from the Document menu.**
   You see the GO Mail message sheet, with a request that you choose a format for the document you're sending. The formats

available depend on the type of document you're sending and on the type of equipment the recipient uses.

Choosing a format



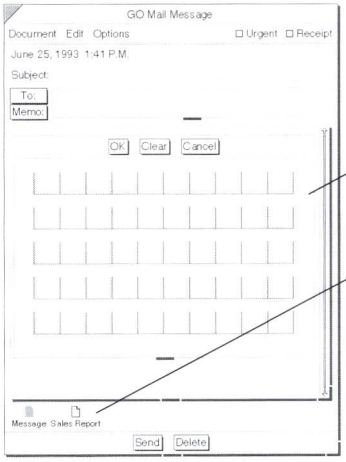
3. **If you're sending to another EO owner, tap PenPoint Document.**
   Refer to "File formats," on page 105, for tips on the other formats that may be available.

4. **To include any changes to the document that you make before you transmit the message, tap Yes under Reference Document.**

5. **Tap Add**
   Icons for the cover message and the document you're sending appear in the Enclosures area.

> ***Reference Document*** *The Reference Document option allows you to set up GO Mail to transmit the latest version of the document, if you've made changes since you attached the document. This option is only available when you drag a document into the enclosures area.*

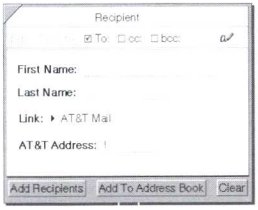
Message sheet



To address an e-mail message

1. **Write a short name for the message in the Subject line and select message options.**
   - To set a priority for the message, tap Urgent.
   - To request acknowledgment of your message, tap Receipt.
2. **Write a cover message if you wish.**
   Tap the Memo button if you want to use full MiniText menus to edit or style the cover message.
3. **Tap the To button.**
   A Recipient sheet opens. The preset Recipient sheet is for AT&T Mail. If you add another service, the Link pop-up list gives you a choice of services.

Addressing a message



- To send the message to AT&T Mail, leave the Link option as is.
- To choose another service, tap its name in the Link pop-up list.

You can send e-mail to contacts who use other mail systems if you know the correct addresses. You must also know how to format the address. For more information on addressing, refer to *The World of Messaging: An Introduction to Personal Communications*.

4. **Write the recipient's first name, last name, and e-mail address, and tap Add Recipient.**
   The AT&T Address line is preset with an exclamation point (!). If you're sending to an address that doesn't require the exclamation point, draw a circle over the address line and write the correct address in the editing pad.

5. **When you've finished addressing the message, tap Send.**
   The EO sends the message to the Outbox.

Start Links *If you previously enabled GO Mail in the Outbox, you see a Start Links message. Tap Start to transmit the message immediately. For information, refer to* *"Transmitting E-mail Messages," on page 108.*

File formats

Format	Choose if
PenPoint Document	You're sending to an EO owner or to someone who has another PenPoint computer.
ASCII File	The recipient has a non-PenPoint computer (for example, a desktop PC). The most commonly accepted format.
Soft Line Break ASCII File	This format is specified by the recipient.

Format	Choose if
Text File	The recipient has a non-PenPoint computer. Note that if you attempt to e-mail an ink document as text (for example, a MiniNote page with scribbled ink on it), the EO will attempt to translate the ink into text before sending.
Perspective Data	You're sending a Perspective document to another EO (or PenPoint) user.
ASCII Delimited	You're sending a Perspective document to a non-PenPoint user.
RTF File	The recipient uses Microsoft Windows or an Apple Macintosh.
TIFF	You're faxing an ink document.

To send a Quick Message

1. **Make sure that no documents are open and that nothing is selected in the Table of Contents.**

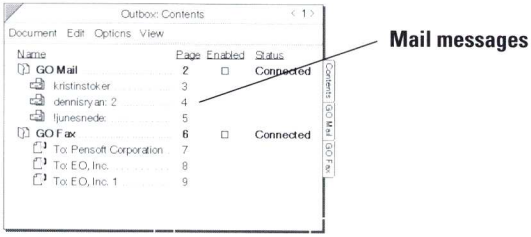
2. **Choose Send > GO Mail from the Document menu.**
   You see the GO Mail Message sheet, with its boxed pad.

3. **Print your message in the boxed pad, tap OK to translate, and make any corrections required.**
   If you need to correct a name, draw a circle gesture around the translated name to open an editing pad and make corrections there.

4. **Tap To to open the Recipient sheet, then address the message.**
   For details, refer to "Setting Up for Communications," on page 97.

5. **When you've finished the message and addressed it, tap Send.**
   The EO sends only the Quick Message to the Outbox, without enclosures.

Messages in the Outbox



Addressing tips for e-mail

To do this	Do this
Add a recipient using the Address Book	Tap the Address Book icon, select a name, and tap Add Recipient.
Copy an entry from the Recipient sheet to the Address Book	Tap Add to Address Book.
Find a name you don't see in the Address Book	Scroll the list, or write the first few letters of the last name in the Find field.
Add a new recipient to the list by hand	Draw a caret ^ gesture in the list to open a Recipient sheet. (If you see the Address Book view, tap the Address Book icon to switch back to the Recipient sheet. Add the recipient name and tap Add Recipient.
Edit a recipient's name or address	Draw a circle over the name to open the Recipient sheet and make the changes there.
Send a copy to someone else,	In the Recipient sheet, tap cc: (copy with name attached) or bcc: (blind copy, no name attached).
Set a time to send the message	Choose When to Send from the Options menu. You can specify that the message be sent immediately, when you connect, on a certain day and time, or at daily or weekly intervals.
Add a document to the Enclosures area	Float the Table of Contents (double tap the Contents tab), and then drag the document into the Enclosures area of the envelope.
Delete a message from the Outbox	Open the Outbox and draw a cross-out X gesture over the Message name.

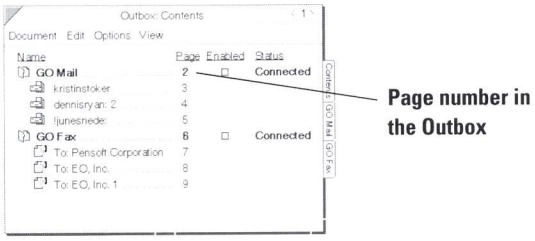
Transmitting E-mail Messages

To transmit e-mail messages, you first enable GO Mail in the Outbox. You then make a phone connection to AT&T Mail (or another service) and transmit the outgoing mail. Before you transmit, you can make last-minute revisions if necessary.

To revise a message before you transmit

1. **Open the Outbox and tap the page number for the mail or fax you want to revise.**

Working in the Outbox



The message opens. Attached documents, if any, are shown in the Enclosures area.

2. **Edit the message or the recipient list.**

3. **Tap the icon for an attached document to open it, and make any changes directly in the document.**
Changes made here do not affect the original documents in the Notebook.

4. **Tap the close corner to return to the Outbox.**

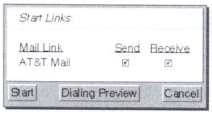
To connect and transmit e-mail messages

1. **Tap the Outbox icon to open the Outbox notebook.**

   If you've changed locations *Choose Dialing Location from the Options menu of the Outbox and revise your area code or other information, if necessary.*

2. **Tap the Enabled box next to GO Mail to add a check mark.**
   When you tap Enabled, the Start Links option sheet opens.

Starting a connection



Both Send and Receive are preset to on. This setting means that when you connect to the mail service, the EO will transmit your messages and then receive any that are waiting in your mailbox.

3. **Tap Send or Receive to remove the check mark if you want to turn the option off.**

4. **To verify that the phone number for the mail service is correct, tap Dialing Preview.**
   The number is preset for AT&T Mail. You can change the number by drawing a circle over the number.

5. **Tap Start.**
   If you don't want to connect to the mail service now, tap Cancel.

   When you tap Start, a series of progress notes lets you know what is happening. At the end of the process, the EO automatically disconnects from the mail service. If both Send and Receive were on, any incoming messages appear in the Inbox. The Outbox is empty.

Receiving E-mail

To receive e-mail messages, you first enable GO Mail in the Inbox. You then make a phone connection to AT&T Mail (or another service) and receive any incoming mail.

The connection process is the same as for transmission of outgoing messages.

To set up GO Mail in the Inbox

Open the Inbox and, if necessary, revise any GO Mail options. For information, refer to "To set up GO Mail in the Outbox," on page 99 and "To set up for AT&T Mail," on page 101.

To connect and receive e-mail messages

1. **Tap the Enabled box next to GO Mail.**
   Tapping Enabled in the Inbox allows GO Mail to receive incoming mail.

   When you tap Enabled, the Start Links option sheet opens. For more information, refer to "Transmitting E-mail Messages," on page 108.

2. **If you simply want to receive messages, and not send anything, tap Send to remove the check mark.**

3. **Tap Start.**
   If you don't want to connect to the mail service now, tap Cancel.

   When you tap Start, a series of progress notes lets you know what is happening. At the end of the process, the EO automatically disconnects from the mail service.

Any incoming messages appear in the Inbox. Each message adds one page to the Inbox notebook.

To open and close a message you've received

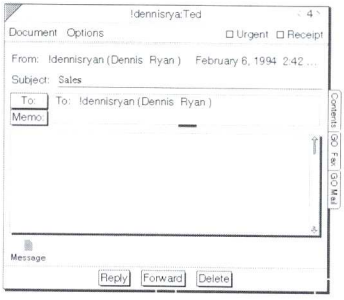
1. **Open the Inbox and double-tap the page number for a message.**
   The message opens. For information on forwarding the message, refer to "Inbox tips," on page 112.

2. **To close a message, tap its close corner.**

To reply to a message

1. **Open the message and tap Reply.**

Reply



2. **When asked, tap "Include original contents" or "Include original recipients" and tap Reply.**
   A message sheet opens, preaddressed to the person who sent the original. Any attachments appear in the Enclosures area.

3. **Write and address a reply message.**
   For information, refer to "Addressing E-mail Messages," on page 102.

4. **Tap Send.**
   The reply goes to the Outbox for transmission when convenient.

Inbox tips

To do this	Do this
Delete a message from the Inbox	Open the Inbox and draw a cross-out X gesture over the message name.
Move a message or document into the main Notebook	Make sure the icon is closed (tap once on the icon if it is open), and then press the message icon and drag it into the Notebook.
Forward a message	Open the message and tap Forward. Tap To, add any recipients, and then tap Send.

Using GO Fax

Before you can send and receive faxes, you need to specify certain settings on your EO.

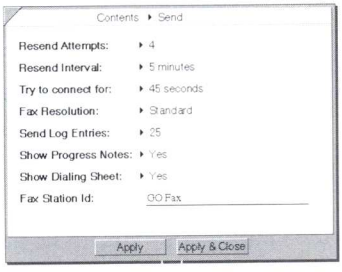
To set up GO Fax in the Outbox

1. **Tap the Outbox icon to open the Outbox notebook.**

2. **Draw a check mark ✓ over the GO Fax title.**
   You see the GO Fax Outbox Log.The log keeps track of faxes you send, receive, or cancel.

3. **Tap the arrow in the GO Fax Outbox Log title line and choose Send from the pop-up list.**
   The Send option sheet opens.

Changing Send options

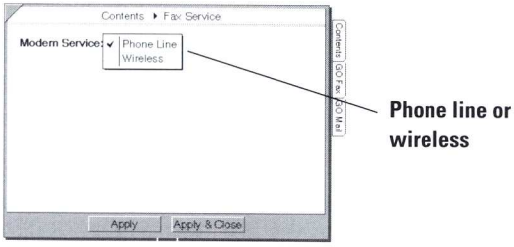

Contents ▸ Send
Resend Attempts: ▸ 4
Resend Interval: ▸ 5 minutes
Try to connect for: ▸ 45 seconds
Fax Resolution: ▸ Standard
Send Log Entries: ▸ 25
Show Progress Notes: ▸ Yes
Show Dialing Sheet: ▸ Yes
Fax Station Id: GO Fax
Apply
Apply & Close

4. **Select the options you want from the Resend pop-up lists.**

5. **Tap Apply.**
   The option sheet remains open.

6. **Tap the arrow in the option sheet title line and choose Fax Service.**
   You see the Fax Service option sheet.

Fax Service



7. **In the Modem Service pop-up list, specify the type of connection you plan to use.**
   - Tap Phone Line for a standard phone line.
   - Tap Wireless for an EO Cellular Module.

8. **Tap Apply & Close.**

To specify your dialing location

1. **In the Outbox, tap GO Fax to select the name, and then choose Dialing Location from the Options menu.**
   The Dialing Location sheet opens.

> ***You may already have completed this sheet***
> *If you filled in the Dialing Location sheet while setting up for e-mail messages, you don't need to change it. Leave the options as they are and tap Apply & Close.*

2. **If you need to make changes, or if this is the first time you've used the Dialing Location sheet, fill in the information.**
   For information, refer to "To specify your dialing location," on page 113.

3. **Tap ⁝ Apply & Close.**

Setting other GO Fax options

To do this	Do this
Switch the modem speaker on and off	In the Outbox, tap ⁝ GO Fax to select the name and choose Modem Settings from the Options menu. Tap ⁝ the option you want and then tap ⁝ Apply & Close.
Change the modem speaker volume	In the Outbox, tap ⁝ GO Fax to select the name and choose Modem Settings from the Options menu. Tap ⁝ the option you want and then tap ⁝ Apply & Close.

Addressing a Fax

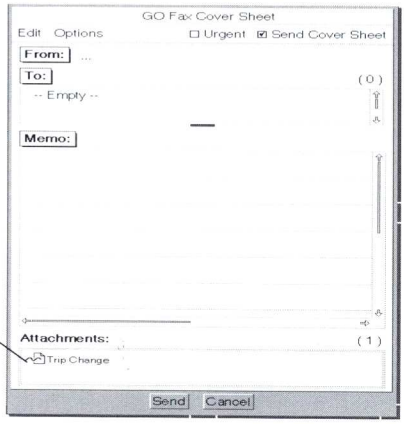
To address a fax you set up a cover sheet, add any attachments, and send the fax to the Outbox.

To prepare a document for faxing

1. **Open the document you want to fax, or tap ⁝ its title in the Table of Contents.**
   The title darkens to show that it's selected.

2. **Tap ⁝ Send > GO Fax from the Document menu.**
   You see the GO FAX cover sheet, which identifies the fax to the person who receives it. The cover sheet is the first page of the fax.

Fax cover sheet

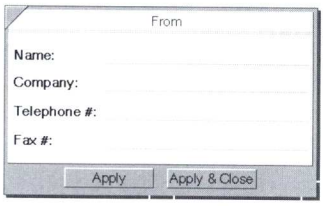


Document you're faxing

To address a fax

1. **In the cover sheet, tap From to open the From sheet.**

From sheet



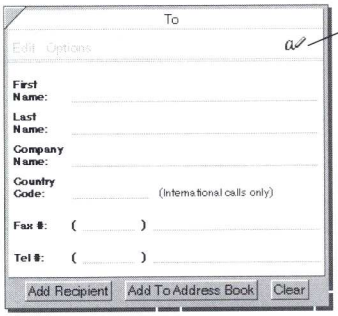
2. **Write your name and company, phone number, and fax number on the sheet, making corrections, if needed, as you go.**
   Draw a circle gesture on the name or number to open the editing pad and make the corrections there.

   You complete the From sheet only once, unless the information changes. The EO remembers the information you provide until you change it.

3. **Tap Apply & Close.**
   Your name appears next to the From button.

4. **On the cover sheet, tap To.**
   You see the To sheet.

To sheet



5. **Write the recipient's name, country code if you're sending out of the country, and fax number (area code plus 7-digit number).**
   To add this recipient to your Address Book, tap Add to Address Book.

6. **Tap Add Recipient and then tap the close corner.**
   The To sheet closes, and the recipient's name appears on the cover sheet.

   If you want write a message on the cover sheet, see "To add a note to the cover sheet," next, before you tap Send.

7. **Tap Send.**
   The EO sends the cover sheet and document to the Outbox.

To add a note to the cover sheet

1. **Write the note in the Memo area.**

2. **If you need more room, tap the Memo button to open a writing pad.**
   Tap the close corner when you've finished with the pad.

To send a note (cover sheet only)

1. **Start from the Table of Contents.**
2. **Make sure that no document is selected.**
3. **Choose Send > GO Fax from the Document menu to open a cover sheet.**
4. **Complete the From and To sheets as usual.**
5. **Write a note in the Memo area (for more room, tap the Memo button).**
6. **Tap Send.**
   The EO sends the note to the Outbox. To transmit the note now, skip to "Transmitting Faxes," on page 119.

To attach a document to the one you're sending

1. **Float the Table of Contents by double tapping the Contents tab.**
2. **Tap press the icon of the document you want to attach.**
   A double dashed line (marquee) appears around the icon and document title to indicate that a copy is being made.
3. **Drag the marqueed icon into the Attachments area of the cover sheet.**

Make changes before you attach a document
Be sure to make any necessary changes before you attach a document. If you edit the original of a document after you've copied it into the Attachments area, the changes won't be reflected in the document you send.

Addressing tips for faxes

To do this	Do this
Add a recipient using the Address Book	Tap the Address Book icon in the To sheet. Then select a name and tap Add Recipient.
Copy a name from the To sheet to the Address Book	Tap Add to Address Book.
Find a name you don't see in the Address Book	Scroll the list or write the first few letters of the last name in the Find field. The Address Book automatically searches for the name. When you see the name, select it and tap Add Recipient.
Set fax priorities	Tap the Urgent box in the menu line of the cover sheet. This puts the fax at the top of the list in the Outbox.
Change the order of the To list	Drag a recipient name to another position in the order.
Remove a name from the cover sheet	Draw a cross-out X on the name you want to remove.
Remove a fax from the Outbox	Draw a cross-out X on the fax name. Tap Delete when you're asked to confirm.
Prepare a fax in advance	Prepare the fax and tap Send, for as many faxes as you wish to send, without connecting to a phone line or enabling the Outbox.
View more information about a recipient	With the cover sheet open, choose Recipient List Layout from the Options menu.
Send a fax without a cover sheet	In the cover sheet, tap the Send Cover sheet box to deselect it (remove the check mark).
See a list of faxes sent and received	In the Outbox (for sent faxes) or Inbox (for received faxes), tap GO Fax to select the name. Then choose Outbox or Inbox Log from the Options menu.
Turn off the Dialing Location reminder when you transmit faxes	In the Outbox, tap GO Fax to select the name and choose Send from the Options menu. Choose No from the Show Dialing Sheet pop-up list.

Transmitting Faxes

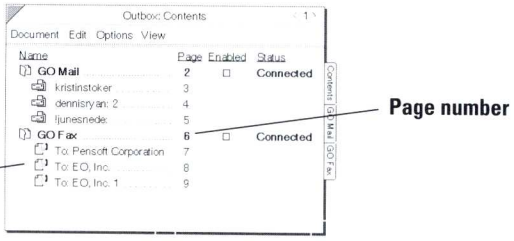
To transmit faxes, you first enable GO Fax in the Outbox and then make a phone connection to dial the various fax numbers.

If you've not yet connected the EO to a phone line, refer to "Setting Up for Communications," on page 97.

To revise a fax before you transmit

1. **In the Outbox, tap the page number for the fax you want to revise.**

Working in the Outbox



2. **Edit the to and from names, phone numbers, or cover note (if any).**
   For information, refer to "To address a fax," on page 115.

3. **Tap the icon for an attached document to open it, and make any changes directly in the document.**
   Changes made here do not affect the original documents in the Notebook.

4. **Tap the close corner to return to the Outbox.**

To connect and transmit faxes

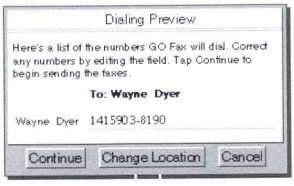
1. **Tap the Outbox icon to open the Outbox notebook.**

2. **Tap the Enabled box next to GO Fax.**
   When you tap Enabled, the Dialing Location sheet opens.

3. **If the Dialing Location sheet is correct, tap Continue.**
   If your area code or other information has changed, revise the sheet as needed and then tap Continue.

   The Dialing Preview sheet opens. This shows the fax numbers that will be dialed. To change the Dialing Location sheet from here, tap Change Location, make the changes, and tap Continue to return to the Dialing Preview sheet.

Reviewing fax numbers


Dialing Preview
Here's a list of the numbers GO Fax will dial. Correct any numbers by editing the field. Tap Continue to begin sending the faxes.
To: Wayne Dyer
Wayne Dyer 1415903-8190
Continue
Change Location
Cancel

4. **In the Dialing Preview sheet, tap Continue.**
   The EO dials the internal modem, connects, and transmits your faxes. A series of messages lets you know the status of the transmission.

   When transmission is complete, the GO Fax portion of the Outbox is empty.

5. **Tap the close corner of the Outbox to return to the Notebook.**

Receiving Faxes

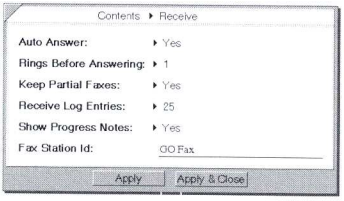
You can receive faxes sent directly to the EO or by way of AT&T Mail.

To set up GO Fax in the Inbox

1. **Open the Inbox and tap GO Fax to select the name.**

2. **Choose Receive from the Options menu.**
   The Receive options sheet opens.

Changing options


Contents ▸ Receive
Auto Answer: ▸ Yes
Rings Before Answering: ▸ 1
Keep Partial Faxes: ▸ Yes
Receive Log Entries: ▸ 25
Show Progress Notes: ▸ Yes
Fax Station Id: GO Fax
Apply
Apply & Close

3. **Tap the options you want to use.**
   You can change the Fax Station ID to your own name or number, if you wish.

4. **Tap Apply & Close.**

If you need to change the options for Modem Settings, choose them from the Options menu in the Inbox and make the necessary changes. For information, refer to "Setting other GO Fax options," on page 114.

To receive direct faxes

In the Inbox, tap the Enabled box next to GO Fax.
When you tap Enabled, the EO is ready to receive incoming faxes. Incoming faxes will appear in the Inbox under GO Fax.

To receive faxes via AT&T Mail

1. **Connect to AT&T mail, as described in "To connect and receive e-mail messages," on page 110.**
   Make sure Receive is selected in the Start Links sheet.

2. **When the connection is complete, open the Inbox.**
   Any faxes received from your AT&T Mail account appear in the GO Mail portion of the Inbox. These faxes look and act the same as faxes you receive directly.

How to send faxes to AT&T Mail *Refer to* The World of Messaging *for information on how people can send faxes to your AT&T mailbox.*

To read a fax

1. **Open the Inbox.**
   You see any faxes you've received under GO Fax. A fax title is usually a fax number or a company name.

   You may also have faxes in the GO Mail list if the faxes were retrieved from the AT&T Mail address. The following steps apply to these faxes as well as to those in the GO Fax list.

2. **Double-tap the fax's page number to turn to that page.**
   You see the entire first page of the fax. The contents may be too small to read. For a remedy, refer to "Reviewing faxes," next.

3. **To close the fax, tap its close corner.**

Reviewing faxes

To do this	Do this
Move to a different page within a single fax	Tap the page corner on the fax.
View all of a wide document, such as a financial report or blueprint	Choose Fit from the View menu, tap the horizontal double arrows, and tap Apply & Close.
View all of a tall document, such as a legal-size page	Choose Fit from the View menu, tap the vertical double arrows, and tap Apply & Close.
View a fax at actual size	Choose Actual Size from the View menu.
Get a quick overview of the fax	Choose Fit Whole Page from the View menu and scroll through the fax.
Show more of the fax by excluding its left and right margins from view	Choose the Hide command (View menu) with the smallest value. Choose a higher value if you need to hide more.
Zoom in on a portion of the fax	Tap press the upper left corner of the portion you want to zoom and drag diagonally until a zoom box encloses the area you want. You can drag the box around or adjust its size.
Close a zoom box	Tap anywhere outside the box.
Shrink a zoomed view	Choose Zoom Out from the View menu. Continue choosing the command until the view is the way you want it.

To delete extra pages

1. **Make sure the page you want to delete is visible on the screen.**
2. **Choose Delete Page from the Edit menu.**
   You can use these steps to delete unneeded pages such as cover sheets.

To print a fax

Before you can print for the first time, you need to set up your EO for printing. Refer to "Setting Up to Print," in section 4, for instructions.

1. **With the fax open, choose Print Setup from the Document menu.**

2. **Select the options you want from the Print Layout, Headers & Footers, and Pagination sheets.**
   For details, consult the Help notebook, or refer to section 4, "Printing."

3. **Choose Print from the Document menu.**
   If you are connected to a printer and ready to print, choose a printer.

4. **Choose a printer.**
   If you are connected to a printer and ready to print, tap Enabled to add a check mark. If you are not connected to a printer, the printout will be held in the Outbox until you connect later and enable printing.

5. **Tap Print.**
   The EO sends the cover sheet and fax to the Outbox and prints them if the printer is connected and currently enabled.

If no printer is available *You may find it convenient to fax (or re-fax) a document to a local fax machine when you need a hard copy. This approach can be easier and quicker than connecting to a printer.*

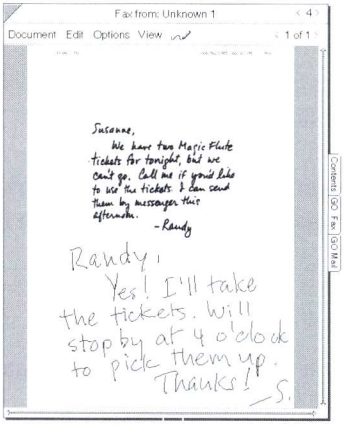
Printing tips for faxes

Print layout options	Actions
Pagination	These options tell the EO what to do if your fax is larger than the paper in the printer. You can scale the fax so that it fits on the paper (Fit Fax to Page) or print the fax at its actual size.
Print Layout	These options tell the printer how to orient the page, either horizontally or vertically.
Headers & Footers	These options allow you to add the date and page number.

Marking Up a Fax

As you read a fax, you can switch to the markup layer and write or draw on the fax. You can then send the marked-up version if you wish.

An open fax


Fax from: Unknown 1
Document Edit Options View
1 of 1
Susanne,
We have two Magic Flute tickets for tonight, but we can't go. Call me if you'd like to use the tickets & I can send them by messenger this afternoon.
-Randy
Randy,
Yes! I'll take the tickets. Will stop by at 4 o'clock to pick them up.
Thanks!
-S.
Contents
GO Fax
GO Mail

To switch to the markup layer

Tap the view icon (eyeglasses) to change the icon to a pen. The icon is just to the right of the View menu name.

With the pen icon showing, the markup layer is active. With the eyeglasses icon showing, you can view the fax and zoom in, but you cannot write or sketch on it.

To mark up a fax

1. **Open the fax and switch to the mark-up layer by switching to the pen icon.**
   You can also switch to the mark-up layer by drawing a left right flick gesture (quick left flick followed by right flick) anywhere on the page.

2. **Write your notes directly on the fax.**
   You can send the marked-up fax as it is or translate your writing into text.

To edit your notes

1. **To translate your handwriting into text, double tap the text to select it.**
   In the markup layer, you must select text before you can use standard editing gestures.

2. **Draw a circle over the word you want to revise, make corrections in the editing pad, and tap OK to translate the text.**

To send back a marked-up fax

1. **From the Inbox table of contents, turn to the marked-up document (if it's not already open).**

2. **Choose Send > GO Fax from the Document menu and proceed as you would with a new fax.**

Fax troubleshooting

Problem	Possible solution
A fax was not received by the recipient.	From the Inbox or Outbox table of contents, draw a check ✓ on the GO Fax icon and turn to the fax log. Check the number you used to make sure it's correct.
The dialing number was incorrect.	Correct the area code or seven-digit fax number on the cover sheet.
The access number was incorrect.	Correct the area code number on the Dialing Location sheet and make sure that the area code reflects your current phone location. You may need to add a 1 before the area code when making cellular calls from some areas.
The modem cannot detect a dial tone before dialing.	Make sure that the phone cable is securely connected. Make sure you've enabled GO Fax in the Outbox. Refer to "Transmitting Faxes," on page 119.
The modem doesn't seem to dial the number correctly.	Sometimes a pause (delay) is required to gain access to an outside line. If you're dialing through an outside line using 9, for example, add a comma after the 9 in the recipient's number. The comma adds a delay.
You don't get an answer at the other phone.	Check the log to see if the number is correct. Confirm that you're calling a fax machine and that it's on. To do this, place a voice call to the recipient's fax number and listen for a continuous beep (a fax tone).
You're faxing to another EO, but the recipient isn't receiving.	Make sure the recipient EO has enabled GO Fax in the Inbox.

EO Phone

This section shows you how to use the EO Phone application to make voice calls, using a standard phone line or the EO Cellular Module.

This section assumes that you've worked through *Getting Started with Your EO Personal Communicator.*

About EO Phone

You can use the EO Phone application to dial voice phone calls using either a standard phone line or the EO Cellular Module. EO Phone allows you to look up numbers in the Address Book and dial them directly.

To use EO Phone for automatic dialing on a standard phone line, you need to connect both the EO and a desk phone to the same line. You can then dial a number in EO Phone, pick up the desk phone handset, and complete the call. The EO itself cannot be used as a telephone device.

> ***Phone connection*** *For information on setting up the phone connection, refer to "Setting Up for Communications," in section 6.*

Using EO Phone

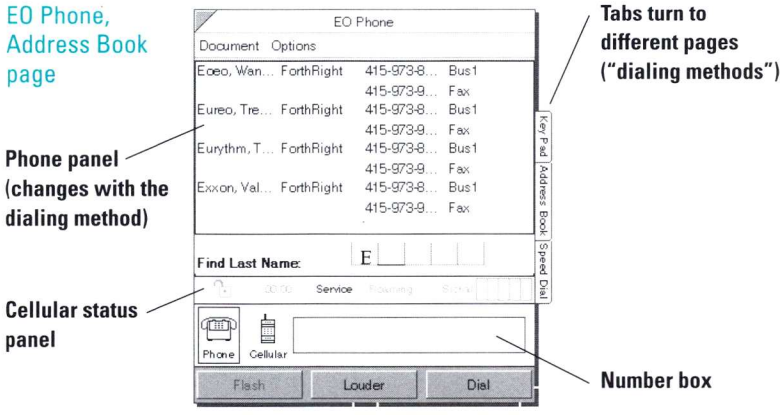
To dial calls, you first open EO Phone and then complete the Dialing Location sheet to let the EO know where you're calling from.

To set up

1. **Make sure the EO is connected to a phone line and that a standard phone is connected to the same line.**

   EO Cellular Module *Complete instructions for using EO Phone with the EO Cellular Module are provided in* Connecting with Your EO Cellular Module.

2. **Tap the EO Phone icon once.**
   You see the EO Phone notebook. If you've opened EO Phone previously, you see the page you last used. The bottom part of the notebook stays the same regardless of the EO Phone page you open.



- **Tabs** The three tabs provide three dialing methods: with a keypad, with the Personal Perspective (or other) Address Book, and with speed-dialing buttons. More information is provided later in this section.
- **Phone panel** The view in this panel changes depending on the dialing method you use.
- **Cellular status panel** This panel shows the status of an active call on the EO Cellular Module. The panel is dimmed when you're using a standard phone.
- **Number box** You write the number to dial in this box. If you select a number from the Address Book or otherwise automatically enter a number, the number appears here.

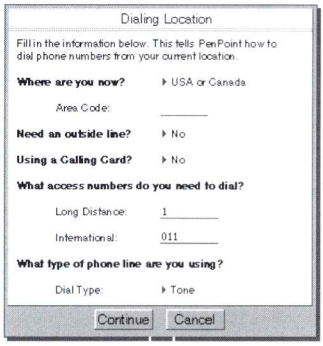
3. **Tap ⁞ Phone.**
   This action tells the EO that you'll be using a standard phone line, rather than the EO Cellular Module, to dial calls.

To identify your location

1. **Choose Dialing Location from the Options menu (in EO Phone, not in the Notebook).**
   You see the Dialing Location sheet.

   If you've already completed the sheet *You may have filled in the Dialing Location sheet while setting up for other communications. If so, the information you entered is already present, so you can tap ⁞ Cancel to close this sheet (unless you've changed location).*

Specifying your dialing location



You need to complete this sheet only once, unless you change locations. For example, if you change countries, you need to update the country code. You also need to change the sheet if you switch from an office setting that requires an outside line to home use, where no outside line is needed.

2. **Fill in your number and other information on the Dialing Location sheet.**
   The EO translates as you go. If you need to make a correction, draw a circle ↺ gesture over a word or number to open an editing pad and make your corrections there.

3. **When the sheet is complete, tap ✓ Apply & Close.**

Dialing a Call

You can choose one of several dialing methods in EO Phone. You can dial by

- Writing the phone number.
- Tapping a speed-dialing button.
- Selecting a number from the Address Book.

- Using the EO Phone keypad.
- Writing a D (dial) gesture in Personal Perspective.

You end a call by hanging up EO Phone and the phone handset.

To dial a call by writing the number

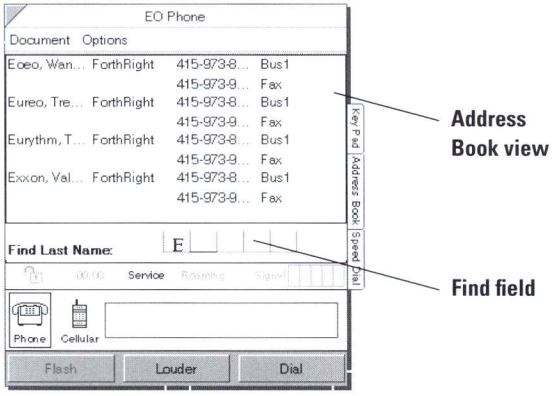
1. **With EO Phone open, write the number in the number box.**
   If you need to make corrections, draw a circle ↺ over the number to open an editing pad and make the corrections there.

2. **Pick up the handset and tap Dial.**
   EO Phone dials the number.

To dial a call using the Address Book in EO Phone

1. **With EO Phone open, tap the Address Book tab.**
   The phone panel changes to a view of the Address Book.

Using the Address Book



2. **To search for a name you don't see, write the first few letters of the surname in the Find Last Name box.**
   To clear the Find field, draw a line — through the existing letters.

3. **When you find the correct number in the Address Book, tap the number to select it.**
   Tapping the number places it in the number box.

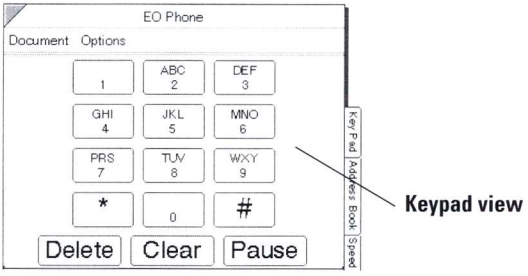
4. **Pick up the handset and tap Dial.**
   EO Phone dials the number.

   Shortcut *Double tap the Address Book entry to dial in one step.*

To use the keypad to dial

1. **Tap the Key Pad tab.**
   The phone panel changes to show a numeric keypad.

Using the keypad



2. **Tap numbers to add them to the number box.**
   Each number appears as you tap.

3. **Tap Delete (to delete a single number) or Clear (to delete all numbers) if you need to make a correction, and then reenter the number.**

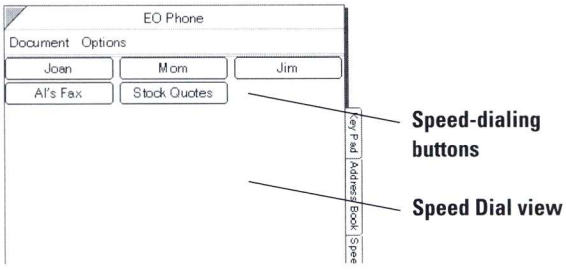
4. **To enter a pause (delay) character (,), tap Pause at the appropriate spot.**
   Insert a pause after a number used to get an outside line (9, for example), or after a long-distance access number such as 1. A pause causes a 3-second delay in the dialing sequence.

5. **When the number is correct, pick up the handset and tap Dial.**

To dial a call with a speed-dialing button

1. **Tap the Speed Dial tab.**
   The phone panel changes to show speed-dialing buttons, if any have been created. For information, refer to "Setting Up Speed-Dialing Buttons," on page 136.

Using buttons



2. **Pick up the handset and tap a button.**
   The number appears in the number box and EO Phone dials the phone.

To dial a call from Personal Perspective

1. **In the main Notebook, tap the Address Book or Day Planner tab.**
   You don't have to start EO Phone to dial with this method.

2. **Find the number you want to dial.**

3. **Write a D over the number.**
   EO Phone opens, with the number entered in the number box.

4. **Pick up the handset and tap Dial.**
   The Cellphone dials the call and connects you.

   In Personal Perspective, writing a D over a bold name dials any linked number.

To end a call

Tap Hang Up.
You need to hang up the phone handset to complete the disconnection.

Receiving Voice Calls

You cannot receive voice calls through EO Phone unless you're using an EO Cellular Module. For information on receiving cellular calls, refer to *Connecting with Your EO Cellular Module*.

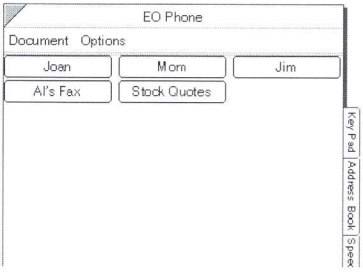
Setting Up Speed-Dialing Buttons

You can use the EO Phone Speed Dial page for quick access to numbers you call frequently, such as home, office, or club.

To set up or change a speed-dialing button

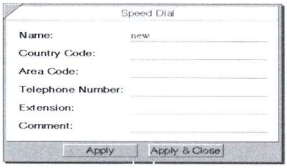
1. **With the EO Phone notebook open, tap the Speed Dial tab.**
The phone panel changes to the Speed Dial view and shows any buttons that have been created.

Speed Dial view



2. **In the phone panel, draw a caret ^ gesture to open the new button sheet.**

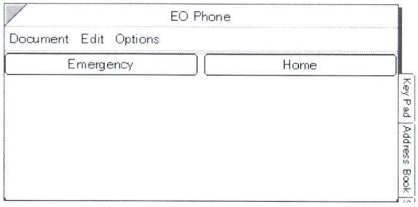
Naming a speed button



3. **Write a name, number, and any comment, correcting the translation as you go.**
   To open an editing pad, draw a circle ○ over the name, number, or comment. When calling from the United States, be sure to put a 1 in the Country Code field.

4. **Tap ! Apply & Close.**
   The button now appears in the phone panel. As you add buttons, EO Phone resizes them to fit the space.

Two buttons in place



To revise a speed-dialing button

1. **Draw a circle ○ over the button to open the speed-dial sheet.**

2. **Make the changes and tap ! Apply & Close.**

To delete a speed-dialing button

Draw a cross out X over the button.

Personal Perspective

This section gives step-by-step instructions for scheduling and changing appointments in the Day Planner, working with the Address Book, managing to-do items, and creating new items and notes.

This section assumes that you've worked through *Getting Started with Your EO Personal Communicator* on the EO.

About Personal Perspective

Personal Perspective is an intelligent information manager that gives you everything you need to keep track of appointments and events, to-do items, notes, and addresses.

- **Day Planner** The Day Planner is a calendar-style book that shows hourly appointments and to-do items.
- **Address Book** The Address Book shows names, addresses, phone and fax numbers, and other information in a familiar format.
- **Note Index** The Note Index keeps track of notes you attach to appointments or to-do items. It lists each note title with a thumbnail view of the note alongside, so that you have a visual reminder of note contents.
- **ProfileBook** The ProfileBook holds all the information you add and view as you work with Personal Perspective.
- **Country Codes** This Personal Perspective document lists dialing codes for countries all over the world.

Information is organized by item

As you enter information in Personal Perspective, you work with different categories of items, such as Calendar, Name, and Note items. Each item consists of details you enter in fields similar to those in a database. For example, an Appointment is a

Calendar item. The Appointment item consists of details such as meeting time and duration.

Profiles show the information for individual items
Profiles are on-screen forms you can use to view or add information. For example, if you create an Appointment (a Calendar item), an Appointment profile shows the details you entered for the appointment. You can use profiles as a convenient way to enter all the necessary information for specific items.

The Address Book is a form of list paper
The Address Book shows names, addresses, phone and fax numbers, and other information in a familiar "directory" format. The Address Book is one form of list paper that's provided by Personal Perspective. Others are the Note Index and Country Code pages (described later in this section).

The Associate links information
In Personal Perspective, a feature called the **Associate** can recognize what you write and set up links between items. The Associate can also recognize keywords, such as "phone" and "meet," and uses these keywords to create appointments.

Information is integrated with e-mail, fax, and phone
The names and phone numbers that you keep in Personal Perspective are available when you address faxes and e-mail and when you use your EO to dial the phone. You need to write the information only once.

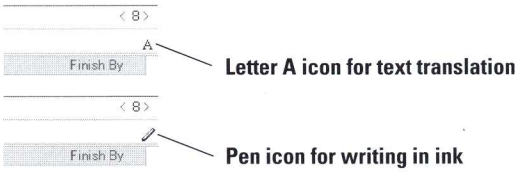
You can write in ink or translate your writing into text
You can jot down notes in ink, or you can translate your writing into text. Writing in ink comes naturally, and simulates the way you've always written in a calendar book. Translating your writing into text allows you to take advantage of automatic information links and search capabilities.

Translating Your Writing into Text

Like other pages in the EO Notebook, pages in the Day Planner and Address Book work two ways. You can write in ink, without translating your writing into text, or you can set the EO to translate your writing into computer text.

Personal Perspective provides an inkwell at the top of the Day Planner, Address Book, and other Personal Perspective documents. The icon showing in the inkwell determines how Personal Perspective treats your writing. You switch the icon to a pen when you want to write in ink, to the letter A when you want to translate your writing into text.

Switching between text and ink



Notes have a separate inkwell *When you create a note, you must set the inkwell in the note the way you want it. The note inkwell is independent of the main inkwell.*

When your writing is translated into text, the Personal Perspective Associate can automatically cross-reference the names of companies and people shown in appointments with their entries in the Address Book. To take advantage of these links, you must translate your writing into text.

You can start off in ink, if you wish, and later translate the ink into text. If you plan to write in ink and then translate, use printing, not script (cursive) writing, for acceptable translation results.

To turn to the Address Book or Day Planner

Tap the appropriate tab on the main Notebook.

To write for text translation

Tap the pen icon in the top right corner of the calendar.
The icon changes to the letter A to show that the EO will translate your writing into text. If you see the letter A and not the pen icon, leave the icon as is.

To write in ink

Tap the letter "A" icon.
The icon changes to the pen icon. If you see the pen icon and not the letter A, leave the icon as is.

To change a word from ink to text

1. **Draw a circle on a word you've written in ink to open an editing pad.**
   In a note, double tap an ink word to select it, and then draw a circle to open an editing pad.

2. **Make any changes you like to the translation.**

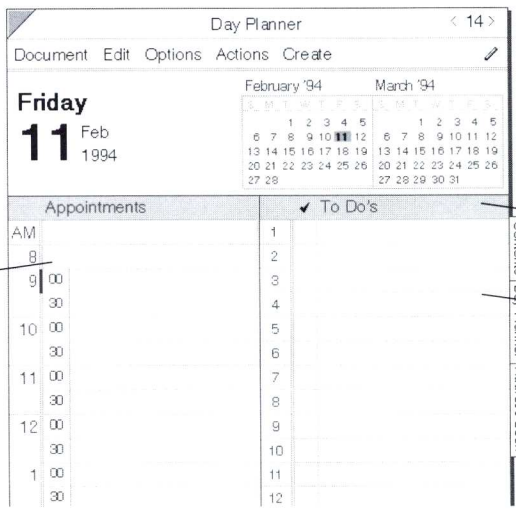
3. **Tap OK.**
   If you want to change the text back to ink, immediately draw the undo gesture, or choose Undo from the Edit menu.

Using the Day Planner

The Personal Perspective **Day Planner** looks much like an ordinary schedule book that's organized by day. The standard Day Planner page allows you to record appointments, to-do items, and events. Later, the Day Planner can serve as a diary of past activities.

You list appointments, to-do items, and events in blocked-out areas called the Appointments, To Do's, and Event **tiles.** You can show or hide each of the three tiles, and you can rearrange the tiles on the page.

Day Planner



Appointments tile

The Event tile is hidden in this illustration.

Column title row

To Do's tile

Keywords change events to appointments

When you write something in the Appointments tile, such as a name, the Day Planner assumes that you're creating an event. If you want to create an appointment, not an event, you can add an appointment keyword. Personal Perspective recognizes the following appointment keywords:

- *appointment* or *appt*
- *meet* or *meeting* or *mtg*

- *breakfast* or *brkfst*
- *lunch*
- *dinner*
- *phone*
- *call*

To turn to the Day Planner

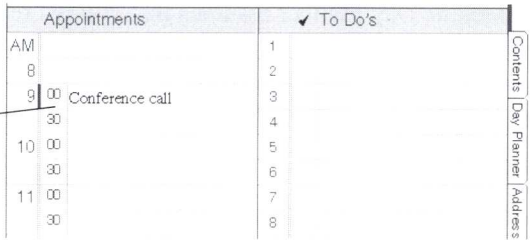
1. **Tap the Day Planner tab.**
2. **If the Day Planner doesn't fill the screen, draw a flick up gesture in the title line of the Day Planner notebook.**
3. **If you need to turn to today's page, tap the bold day tab at the bottom of the page.**
   The Day Planner always opens to the page you last viewed. The bold tab takes you to today's page.

> ***Setting the system calendar*** *If today's date is not correct, you need to reset the EO system calendar. You may also need to set the correct time. For instructions, refer to "Changing Settings," in section 2.*

To set an appointment

1. **In the Appointments tile, print the appointment in the time slot you want.**

Setting an appointment



Appointments tile

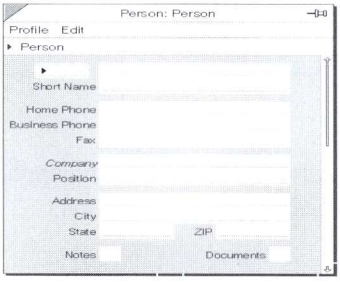
To improve translation, print as neatly as you can and clearly separate the words. A slight pause between words helps.

Using the Create menu *You can also add an appointment, event, to-do task, and other items by choosing an item from the Create menu. You then fill in a profile for the item and the Day Planner places the item in the appropriate tile.*

2. **If you use a keyword before a name, you're asked if you want to create a new Person item for the name.**
   If you've already created an item with the name, this request doesn't appear.

3. **Tap Create if you want to create a new Person item.**
   A Person profile opens, showing the name you wrote after the keyword. The name appears in the Name detail of the Person profile.

Person profile



Name (first, last)

4. **Complete the rest of the profile and tap the close corner to return to the Day Planner.**

To move an appointment to another time (same day)

1. **Press the half-hour portion of the time slot (:30, for example).**
   You see a single dashed line around the appointment.

2. **Drag the item to another time slot, and then lift the pen.**

To move an appointment to a different day

1. **Press the half-hour portion of the time slot (:30, for example).**
   You see a single dashed line (marquee) around the appointment.

2. **In the month calendar in the banner, tap the day on which you want to schedule the appointment.**
   The Day Planner turns to that page. The marqueed appointment floats on top of the page.

3. **Drag the marqueed item to the time slot you want, and then lift the pen.**

4. **Tap the bold tab at the bottom of the page to return to today.**

To delete an appointment

Draw a cross-out over the hour in the time slot for the appointment.

To set an alarm

1. **Tap anywhere in the row that holds the appointment.**
   The row darkens to show that it's selected.

2. **Choose Set Alarm from the Actions menu.**
   You can also tap the Alarm column if it's showing. For information, refer to "To show a column," on page 151.

3. **In the pop-up menu that appears, tap the type of alarm you want.**
   You can set an alarm for the exact time of the appointment, for a few minutes before it, or for an hour before it. When you choose the alarm type, an alarm icon appears in the alarm column (if it's showing) to remind you that you've set the clock.

The Day Planner alerts you if you try to schedule an alarm for a time that's already past.

To switch to a different day (banner months showing)

1. **Flick left — or right — once on the large date number to move one day.**
   Double flick = for a week, and triple flick ≡ for a month.

2. **If the date shows in a banner month, tap the day you want.**
   For information on hiding and showing the banner months, refer to "Layout tips," on page 152.

   You can use flick right — and flick left — gestures in the banner months to change months.

3. **If the date is outside the banner months, choose Show Year from the Actions menu.**
   The Year Glance calendar opens.

4. **Tap the day you want.**
   Tap the year arrows at the top of the year calendar to move forward or backward in years. Use flick right — and flick left — gestures to change years. Use multiple flick gestures to move several years at a time.

To move to a different day (banner months hidden)

Choose Show Year from the Actions menu, and then tap the day you want.
Tap the year arrows at the top of the year calendar to move forward or backward in years.

To return to today

Tap the bold day tab at the bottom of the page.

Or tap the bold date in the banner month.
Use flick right — and flick left — gestures to change months, if necessary.

To add a date tab for quick reference

1. **Turn to the day for which you want to add a tab.**

2. **Draw a T gesture anywhere in the banner month.**
The date tab appears at the bottom, to the left of the standard weekday tabs. You can now quickly switch back and forth between days by tapping the date tab.

> ***Tab stackup*** *If you add too many tabs, you may defeat the purpose of date tabs, as the tabs pile up atop each other. The tabs still work, but you won't be able to read their labels. Use a flick right — or left — gesture over the tabs to show the labels for tabs hidden on either side. Use a flick up gesture to show all the tabs.*

To delete a tab

Draw a cross-out gesture over the tab.

Tracking To-Do Items

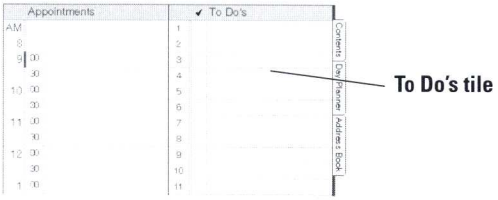
The To Do's tile of the Day Planner helps you keep track of tasks. Using the status column, you can monitor the items and note whether they're in progress, completed, or canceled.

To write a to-do item

1. **If you want the Associate to create automatic links, make sure the A icon (not the pen icon) is visible in the inkwell.**

2. **Write the item in the To Do's tile.**
You may find it helpful to pause briefly between words. Perspective will add a space between one word and the next. If there is no room in the list, draw a caret ^ in the number column to open a blank to-do item.

Managing to-do items



To mark an item as completed, canceled, or in progress

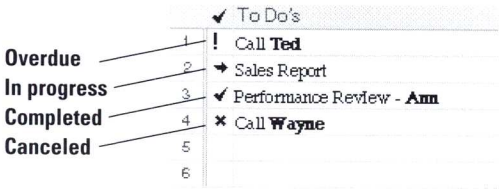
1. **Tap ! in the status column next to the item and choose the status.**
You can also draw a small check ✓ in the status field. Any to-do item that you don't complete or cancel will appear in the To Do's column the next day.

To set the status of a to-do item

1. **Tap ! the item's box in the Status column.**
A pop-up menu opens.

2. **Tap ! the status of the to-do item.**
The status column of the To Do's tile now shows a symbol for the status of the item.

To-do items with symbols



Personal Perspective automatically moves unfinished to-do items over to the next day. Any item that you don't cancel (letter "X" in the status column) or complete (check mark in the column) is considered incomplete.

To edit a to-do item

Draw a small circle ⌓ around the number to the left of the to-do item you wish to edit.

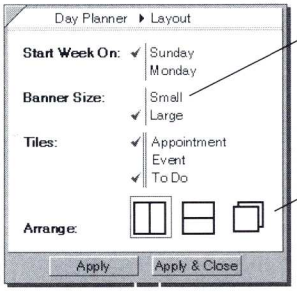
Customizing the Day Planner Page

You can customize the layout of the Day Planner page to suit your needs. You may find, for example, that you need more space to fill in appointment details or descriptions of to-do items. You may want to add a priority column to the To Do list.

To rearrange the page layout

1. **Choose Layout from the Options menu.**
   You see the Layout option sheet.

Changing the layout



Small hides the banner months; Large shows them.

These options change the arrangement of tiles on the page.

2. **Tap the page layout you want, and then tap Apply & Close.**

To show a column

1. **Draw a caret ^ gesture on the name of an existing column.**
   Draw the caret left of center to insert the column on the left. Draw the caret to the right of center to insert the column on the right.

   A list of details appears. If you tap Other, you see a list of additional details. You can add a column for any of these.

2. **Tap the type of detail for which you want to add a column.**
   The new column appears on the page.

> ***Priority or Finish By columns*** *You can use the method described here to add Priority or Finish By columns to the To Do's tile. This works best when you arrange the layout so that the Appointments tile is above the To Do's tile.*

To hide a column

Draw a cross out X gesture over the column's name.
The information in a column is not deleted when you hide a column.

To change the width of a column

1. **Press in the column title row, just above the right side of the column you want to adjust.**
   A dark border appears around the column.

2. **Drag the column left or right to make it smaller or larger.**
   You can also set the column width by drawing a check mark ✓ on the column title and writing in a new column width number.

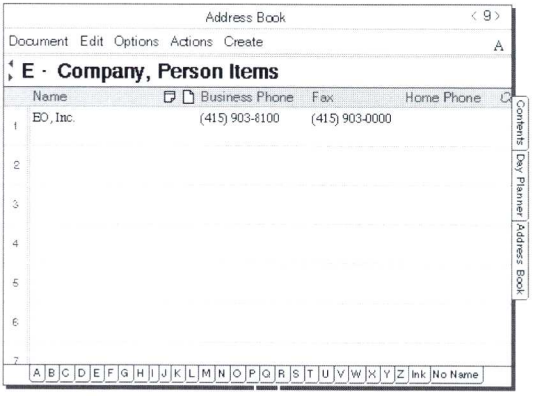
Layout tips

To do this	Do this
Change the height of a row	Draw a check mark ✓ over the row number for the row you want to change. Then write in a new row height number. You can also quickly expand a row by double tapping on the row number.
Sort to-do items	Choose To Do Sort from the Options menu. Choose the item or items by which you want to sort and then tap Apply & Close. You can also double-tap on a column title to sort by that column.
Change the hours at which days begin and end	Choose Appointments Tile from the Options menu. Using the Day Begins and Day Ends pop-up menus, tap new times for the beginning and ending of all days. Tap Apply & Close.
Change the starting day of the week	Choose Layout from the Options menu. In the Layout options sheet, tap Sunday or Monday. Tap Apply & Close.
Show or hide the banner months	Choose Layout from the Options menu. In the Layout options sheet, tap Small (or Large). The Small option hides the banner months, shows day change arrows, and always puts the banner at the top of the page. Tap Apply & Close.
Show the Event tile (for holidays, birthdays, or other special events)	Choose Layout from the Options menu. In the Layout options sheet, tap Event to add a check mark. Tap Apply & Close to add the tile to the Day Planner page.

Using the Address Book

The **Address Book** lists names and numbers from profiles you've created. You can also write names directly on a page. For information on adding profiles, refer to "Creating New Items and Notes," on page 157.

Address Book


Address Book
Document Edit Options Actions Create
E · Company, Person Items
Name
Business Phone
Fax
Home Phone
BO, Inc.
(415) 903-8100
(415) 903-0000
Contents
Day Planner
Address Book
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Ink No Name

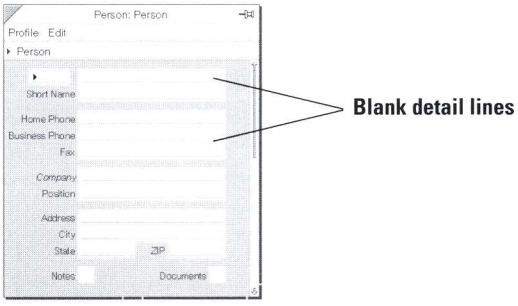
To turn to the Address Book

Tap the Address Book tab on the main Notebook.

To add an entry to the Address Book

1. **Choose Person, Company, Airline, or Group from the Create menu.**
   A profile opens. Its blank detail lines are like the fields in a database record.

New profile



Profiles are really not data entry forms, but simply provide different views of the information in the ProfileBook. But they are convenient for entering information because they remind you of details you might otherwise forget to add, such as a fax number or AT&T Mail address.

2. **Enter the information in the detail lines.**
   If you don't have the information for a detail, leave the line blank—but be sure to enter at least a name. Use flick gestures to scroll up and down.

   You will find that you cannot write directly into an AT&T Mail address field. You must first draw a circle ○ to open an AT&T Mail addressing pad. You may want to draw yet another circle ○ in the AT&T Address field to get a larger editing pad.

3. **Tap the close corner when you've finished the entry.**

Adding an entry directly *For a quick entry, turn to the appropriate alphabetical page in the Address Book and write the name and phone number directly on the page.*

To edit an entry

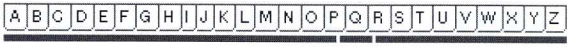
1. **Draw a circle ○ over the row number to the left of the entry you want to edit.**
   A profile opens.

2. **Make the changes and tap the close corner to confirm the changes.**

To move through the alphabet

1. **To move to the page for a specific letter, tap the alphabetic tab for the letter you want.**

Alphabetic tabs



If you've changed the paging options, the tabs will look different. For information, refer to "To change the way pages are organized," on page 156.

2. **To turn one letter page at a time, tap the arrows next to the large alphabetic signal letter in the banner.**

Turning pages

Signal letter

To dial the phone

1. **Make sure the EO is connected to a phone line, or that the EO Cellular Module is attached.**

2. **Turn to the entry with the phone number you want to dial.**
   You can dial any visible phone number in the Address Book or Day Planner.

3. **Write a D gesture (for dial) over the phone number or name.**
The D gesture opens EO Phone, with the number ready to dial.

If the entry shows more than one phone number, you're asked to select the number you want to dial.

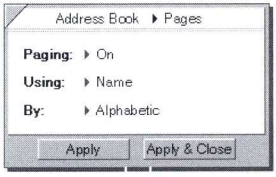
4. **In EO Phone, tap Dial.**
EO Phone dials the number.

You can use the D gesture over a boldfaced (linked) appointment if the appointment is linked to a Name item with a phone number. The D gesture also works over any row that contains a number to dial. For information on links, refer to "Linking Information," on page 168. For a description of EO Phone, refer to section 7, "EO Phone."

To change the way pages are organized

1. **Choose Pages from the Options menu.**
You see the Pages option sheet.

Changing page arrangement



2. **In the Pages option sheet, choose new options from the Using and By pop-up menus.**

- **Using options** specify the details by which you want pages arranged. You could page by state or city, for example, to see all contacts in one area.
- **By options** specify the order to be used for the detail. For example, you can page name details alphabetically by surname or by first name. You may want to try several combinations to find the arrangement that works best for you.

To turn off paging

1. **Choose Pages from the Options menu.**

2. **Tap ▼ Paging and then tap ▼ Off.**
   The contents of the Address Book are now listed in a continuous list on a single page. If you have only a few names in the Address Book, this arrangement may be easier to use.

   With Paging off, you can change the sort order in the Address Book or other list. For information, refer to "Sorting," on page 162.

Creating New Items and Notes

You add information to Personal Perspective by creating new **items.** Items are organized into categories. For example, Name items (a category) can be Airline, Company, Group, and Person items. Calendar items can be Appointment, Event, To Do, or Phone Call items.

You view information in on-screen forms called **profiles.** For each category or item, a profile shows information appropriate to the category. For example, an Appointment item shows the time and duration of an appointment you've entered. A profile contains **fields** like those in a database. These fields show the details about the items you create.

The details you enter in a profile are actually stored in the ProfileBook. From the ProfileBook, the various item profiles draw appropriate information. For example, the company name Matsushita might appear as a Name detail in a Company profile, and as a Company detail in a Person profile.

You can view a profile for any category of item (Appointment, To Do, Event, Note, and Country Code). You can also view a profile for Name items (Airline, Company, Group, and Person).

Note items are a little different. A note is a category of item that contains one large detail field. You use this field to write unstructured information in ink, in text, or in a combination of the two.

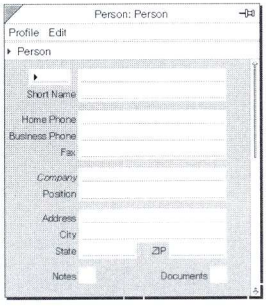
To add a new item

1. **In the Day Planner or Address Book, open the Create menu.**
   You see a list of choices, ending with Other.

2. **Tap Other.**
   A submenu lists additional items you can create.

3. **Tap the type of item you want to create.**
   A new profile opens. For an Appointment or Event item, the date and time are already set. For To Do and Phone Call items, the Start By and Finish By dates are set. New Note items show a note title. New Name and Country Code items are blank.

Person profile



4. **Write the information in the appropriate detail fields.**
   Draw flick gestures to scroll up and down, or to the left or right. You can also use the profile's scroll arrows.

5. **To save the entry, tap the profile's close corner.**
   If you created a Name item, the name now appears in the Address Book.

To open the profile for a linked (bold) item

Double tap the bold item.

To open a profile from anywhere

Draw a circle tap on the name you want to look up.
You can open a profile from the Address Book or from any spot in the Day Planner.

To write a note

1. **With the Day Planner open, choose Note from the Create menu.**
   If you want to link the note to another item, draw a caret gesture ^ in the Note column next to the item. (If the note column is hidden, refer to "To show a column," on page 151.)

   A new note opens on the screen.

2. **To write for text translation, tap the pen icon to switch to the letter A icon.**
   A note is preset for you to write in ink. If you don't care about linked information, you can write in ink, without translating (leave the pen icon as is). Linkage is possible only if you translate the text.

   Separate icons *The pen and letter A icons in the note sheet are independent of the same icons in the Address Book and Day Planner.*

3. **Write the text of the note.**
   If you're writing for text translation, the EO translates the note. If the Associate recognizes a name in the note, the information is linked automatically to the appropriate Name item.

4. **If you need to make corrections, draw a circle ○ over the text to open an editing pad, make the corrections, and tap OK.**
   If you're writing in ink, the circle gesture won't work. With either ink or text, you can double tap the word to select it, and then choose Translate and Edit from the Edit menu to open an editing pad.

5. **Tap the note's close corner to save the note and close it.**

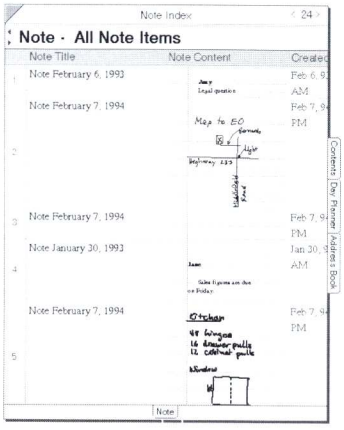
Note tips

To do this	Do this
Show a note's profile	Tap Show Profile in the note's menu bar. To return to the full note, tap Show Note in the profile's menu bar.
Select an ink word or other object	Double tap the word or object.
Move an ink word or other object	Press the word or object. A marquee shows that the object is ready to be moved. Drag the object to another location.
Copy an ink word or other object	Tap press the word or object. A double marquee shows that the object is ready to be copied. Drag the object to another location.
Change the note paper style	Choose Paper from the note's Options menu and choose a different style from the pop-up lists.
Change the font and size of translated text	Choose Text from the note's Options menu and choose a different font or size.
Check the date you last modified a note	Choose About from the Note menu.

Listing Your Notes

As you use the Day Planner, you'll add more and more notes. When you need to see them all listed in one place, you can create a **Note Index** document. This list-paper document allows you to arrange the notes alphabetically or by date.

A Note Index



The Note Index is preset to be paged by category. There is only one category (Notes), so the Note Index consists of a single page. The notes are arranged alphabetically, by note title.

Memory *Like MiniNote documents, Personal Perspective notes take up significant memory. Be sure to delete old notes to save space. To delete a note, draw a cross out X over the note's number in the Note Index.*

To create a Note Index

1. **In the Notebook Table of Contents, open the Personal Perspective section.**

2. **Tap the Note Index icon.**
   In a moment the Note Index page opens, showing your notes in list form. The Note Content column shows a miniature picture of each note to remind you of the content.

Note Index tips

To do this	Do this
Review or edit a note	Draw a circle tap gesture over the note title.
Show the Note Index menu bar	Write an M in the title line.
Rearrange the Note Index into alphabetical pages	Choose Pages from the Options menu. In the Using pop-up list, tap Note Title. Tap Apply & Close. Alphabetical tabs now show at the bottom of the Note Index.
Show an icon for a linked document	Draw a caret in the Note Title row and choose Documents from the pop-up list. The Documents column is inserted. An icon appears next to a note if any documents are linked to the note.
Delete a note	Draw a cross out over the number of the note.

Sorting

You can change the order in which information is sorted in the To Do's tile and in any form of list paper, such as the Note Index or Address Book.

In list paper, you can sort by one, two, or three details. For example, you can sort the Address Book first by city, then by postal code, and then by last name. Information is then grouped first by city, then by postal code within that city, and finally by last names.

You can also change the way Personal Perspective divides information into pages. For information, refer to "To change the way pages are organized," on page 156.

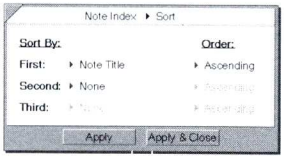
To sort information contained in list paper

1. **With a list-paper document open, choose Sort from the Options menu.**
   If you don't see the menu bar, write an M in the title line.

   The Address Book, Note Index, and Country Code documents are list paper.

   You see the Sort options sheet.

Sort options



2. **Choose the details by which you want to sort and choose a sort order.**

3. **Tap Apply & Close.**

To sort items in the To Do's column

1. **Turn to the Day Planner.**

2. **Choose To Do Sort from the Options menu.**
   You see the To Do Sort options sheet. The sort options here are related to to-do items (date of cancelation, for example, and priority).

3. **Choose the details by which you want to sort and choose a sort order.**

4. **Tap Apply & Close.**
   As a shortcut, you can simply double tap on a column heading to sort by that column.

Attaching Documents

You can attach a document of any type to any category of item, such as an appointment or to-do item. You can also create a new document to attach.

Attaching a document gives you quick access to a memo or sketch, for example, that's relevant to a particular person or appointment.

To attach a copy of an existing document

1. **In the Table of Contents of the main Notebook, tap press the title of the document you want to attach.**
   A double marquee appears around the document name.

   If you want to move, not copy, the document, press the title to get a single marquee.

2. **Turn to the page to which you want to attach the document.**
   The marqueed document title floats above the page.

3. **Drag the marquee to the appointment, to-do item, or name to which you want to attach the document.**
   An icon appears in the Documents column to show that the document is attached.

   For information on showing and hiding columns, refer to "To show a column," on page 151.

To create a new document

1. **Draw a caret ∧ gesture in the Documents column next to any item.**
   The Create menu opens, showing the types of documents you can create.

2. **Tap the type of document you want to use.**
   A document icon appears in the Documents column.

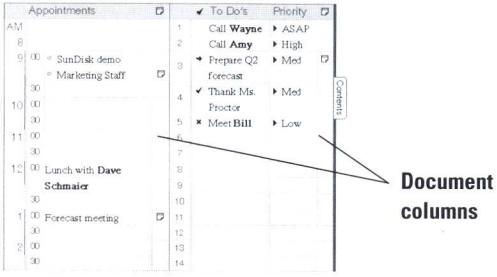
3. **Tap the icon to open and write in the document.**

4. **When you've finished, tap the close corner.**
   The icon remains in the Documents column for quick access.

To open an attached document

1. **Tap the document icon in the Document column.**

Attaching a document



You see a list of all attached documents, by title.

2. **Tap a title to open the document.**

Searching for Information

You can search for a certain word, name, or phrase anywhere in Personal Perspective. For example, if you can't remember where you placed a note, you can look for a word that you know is in the note.

To search for information

1. **In any Personal Perspective page, draw an F (for Find) in the document title bar.**
   You see the Day Planner Advanced Find dialog sheet.

Advanced Find sheet

2. **Specify what you want to find, using the guidelines in "Advanced find methods," next.**

3. **Tap ↓ a button to complete the search:**
   - **Find (left-pointing arrow)** to search backward in the document and select the nearest previous occurrence of the item. Tap ↓ again to move backward to the next previous occurrence.
   - **Find (right-pointing arrow)** to search forward in the document and select the next occurrence of the item. Tap ↓ again to move forward to the next occurrence.
   - **Show All** to search through all the information in Personal Perspective.

   The Result portion of the Find sheet shows the number of occurrences found, if any. The result None Found appears if no

occurrences were found. The Result area also shows whether matching items were found in the ProfileBook that are not displayed in the current document.

4. **Tap Show All to create a list of all occurrences of the text for which you searched.**
   Any item that matches your specified criteria will appear on the list.

5. **If you create a Show All list, tap the close corner of the list when you've finished reviewing it.**
   The Find sheet remains open.

6. **Again specify search criteria and conduct the search, or tap the close corner to put away the Find sheet.**

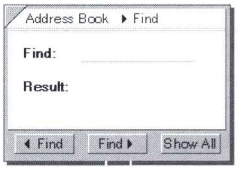
Advanced find methods

To do this	Do this
Find items only in an individual item category (such as Person or Note), in a category group (such as Calendar Items), or all items	Tap the arrow next to Find, and then choose a category from the pop-up menu.
Specify any detail	Tap the arrow next to Where, and then tap the detail to search on from the pop-up menu (or tap Any Detail).
Make a conditional search (for example, to search for anything that matches or does not match the Where item you specify)	Tap the lower arrow under Where to open a submenu, and then choose a modifier for the detail you showed in the Where box. You must also choose an operator.

To simplify the search

1. **Tap the arrow at the top of the Find sheet to open a submenu, and then choose Find.**
   The Find sheet opens.

Find



2. **Write the text for which you're looking—a name, word, or phrase.**

3. **Tap a button to complete the search:**
   The options are described in steps 3 through 5 of the previous topic, "To search for information."

Linking Information

A **link** represents an association of one item to another. In Personal Perspective, links are set up by the Associate. When the Associate is on, name links can be set up automatically, depending on what you write and where you write it. When the Associate is off, you can add information more quickly, but links cannot be set up automatically. You can establish links after you enter the information, however.

You can link the information in any two items, even two items of the same category. If the Associate recognizes a name when you write it, the name is automatically linked to any item that contains the same name. For example, a person's name might be linked to his or her company name. Linked information appears in bold type.

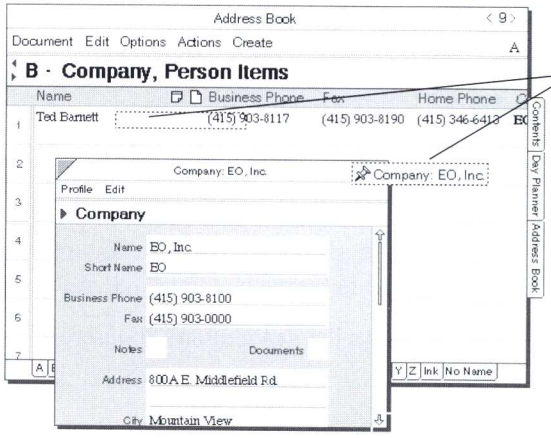
To link an item to another item

1. **Either create a new note or profile or open an existing one.**
   For information, refer to "Creating New Items and Notes," on page 157.

2. **Press ↓ the title line of the note or profile and drag the page out of the way so that you can see the intended link item, such as an entry in the Address Book.**

3. **Press ↓ the push pin and drag it over the entry.**
   A single dashed line (a marquee) appears around the pin when you press it.

Linking a Company to a Person in the Address Book



Drag the marqueed pin to the item to which you want to link.

If more than one link is possible, a message appears to ask you to choose the link you want. For example, a Person item can be linked to another Person item as a General Link or as a Spouse link.

4. **Make sure the link items are correct by reviewing the information for Link (the item you dragged) and To (the destination).**
   If the link is not correct, tap Cancel and again press and move the pushpin to the appropriate spot.

5. **Tap the type of link you want (sometimes General Links is the only option).**

6. **Tap Link to save the link.**

To review linked information

1. **Double tap a bold item wherever it appears.**
   The appropriate profile appears.

2. **Scroll toward the bottom of the profile until you see the linked section.**
   - **Calendar Items** shows any linked appointments, events, or to-do items associated with this profile.
   - **General Links** shows any other linked information, such as another name or company name, and any linked notes.
   - **Spouse** shows the name of any spouse linked to this name.

To turn the Associate on and off

1. **Turn to any Personal Perspective page.**

2. **Choose Associate from the Options menu.**

3. **Tap Associate Off.**
   When the Associate is off, automatic links are not set up for information you enter. When you later turn the Associate back on, you must show the Associate your recent entries.

4. **Tap Apply & Close.**

To set up links after the Associate has been off

1. **Turn the Associate on, following the steps in the preceding topic.**

2. **Draw a circle ○ gesture over a name or other information you want the Associate to interpret.**
   An editing pad opens.

3. **Correct the translation, if necessary, and tap ✓ OK.**
   The Associate will now recognize the information.

Exchanging Information

You can exchange Personal Perspective information with other EO computers and with a mainframe or desktop computer. You import information when you receive information from another computer, and you export when you send information.

When you first start using your EO, you may want to import names, addresses, and phone numbers from an existing computer database file. Importing the information saves you the effort of reentering all the names and numbers. Later, as you create documents on the EO, you may want to export schedule details or addresses for use on another computer.

First and last names *If the document you want to move to the EO contains separate fields for first and last names, combine the two fields, placing first name first, and last name last, in a new combined field.*

If the original file contains a mixture of people and companies, you may want to send them to the EO in separate documents. You can then import people's names into the Person category and company names into the Company category (refer to "Import data options," on page 174.

To prepare a document on another computer

1. **On the other computer, open the original document and save or export it in a format that Personal Perspective can recognize.**
   You can save or export the document as tab-delimited ASCII text or as comma- and quote-delimited ASCII text. Most spreadsheets, word processors, and database applications provide one of these export formats.

   Test run *If the list is large, you may want to save or export only a small subset and test the procedure before you work with the full list.*

2. **Copy the document onto a disk that the EO Personal Communicator can read.**
   The EO requires a DOS-formatted disk. If you're working on a Macintosh or other non-DOS computer, you'll need software that recognizes DOS-formatted disks, such as AccessPC or DOS Mounter.

   PenTOPS *You can use PenTOPS or PenTOPS Modem, rather than a disk drive, to transfer information to and from a PC. To do this, save or export the document on the PC's hard disk drive. The rest of the procedure is the same as with an EO disk drive. For information on PenTOPS, refer to section 14, "PC Connections."*

To import information into Personal Perspective

1. **Turn to the main Table of Contents on the EO and open the Personal Perspective section if it's closed (double tap the section name).**

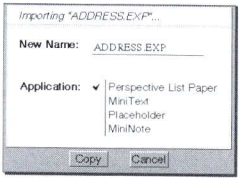
2. **Connect an EO floppy disk drive and insert the disk that contains the document in the drive.**

3. **Open the Connections notebook on the EO, select the icon for the import disk, and choose Directory from the View menu.**
   You should see the document you plan to import in Directory view.

   For more information on working with Connections, refer to section 12, "Backups and Copies."

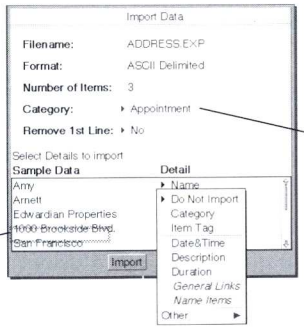
4. **Tap press the document name to copy the item, and drag it (with double marquee) to a spot anywhere in the Notebook Table of Contents**
   A dialog sheet asks you for a new name for the imported file and asks you to choose a format.

Import & name



5. **Print a name for the document, tap Perspective List Paper, and then tap Copy.**
   The Import Data option sheet appears.

Import & name



Switch to Person or Company, depending on your list.

Marquee for imported document

6. **Complete the sheet, referring to "Import data options," next.**

7. **Tap Import.**
   The file is imported and placed in the Notebook, and the imported information is stored in the ProfileBook. After you verify that the information was imported correctly, you can delete the imported document. The information will remain in the ProfileBook.

Import data options

Option	How to use
Category	Tap Category to specify the category for the information you're importing. For an address list, choose Person under Name Items.
Remove 1st Line	If the Sample Data column shows column names rather than field values, such as a name or address, set this option to Yes.
Sample Data	Personal Perspective shows field names from the imported file, such as Name or Business Phone. If field names aren't available, you see field values (such as a name or phone number) in the first database record. If the file was originally exported from a Personal Perspective document, you see Perspective detail names.
Detail	Tap the arrow beside "Do Not Import" to view a pop-up list. Match the detail type with the field name or sample data on the left. For example, if the sample data line shows a company name, set the detail for that item to Company. If you don't see the type of detail on the list, tap Other to show more options. If you can't find a detail that corresponds to a field you're importing, the information won't be imported.

To export Personal Perspective information

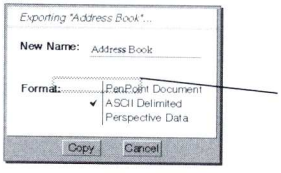
1. **Connect the EO to a floppy disk drive and insert a formatted disk.**

2. **On the EO, turn to the Table of Contents and find the Personal Perspective document you want to export (for example, the Address Book).**
   To open the Personal Perspective section, double tap the section name.

3. **Open the Connections notebook, tap the icon for the formatted disk, and choose Directory from the View menu.**
   For information on formatting disks and working with Connections, refer to section 12, "Backups and Copies."

4. **In the EO Table of Contents, tap press the document name to copy the item, and drag it (with double marquee) into the Directory view of the external disk.**
   A dialog sheet asks you for a new name for the imported file and asks you to choose a format.

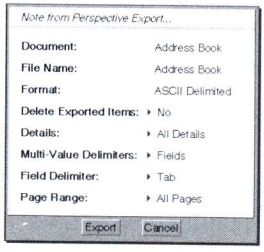
Export and name



Marquee for the document being exported

5. **Print a name for the document, tap ASCII Delimited, and then tap Copy.**
   The Perspective Export option sheets appears.

Export Data DB



6. **Complete the sheet, referring to "Export data options," next.**

7. **Tap ▼ Export.**
   The document is exported to the external disk. You can transfer the disk to another computer and use a compatible application to open the document.

Export data options

Option	How to use
Document	Shows the name of the document you're exporting.
File Name	Shows the name that Personal Perspective will give the exported document.
Format	Shows the file format you specified.
Delete Exported Items	Tap ▼ Yes in the pop-up list if you want to delete the items from Personal Perspective after you export them. Leave the option set to No if you want to keep the items.
Details	Leave this option set to All Details.
Multi-Value Delimiters	Leave this option set at Fields.
Field Delimiter	Use the pop-up list to specify whether you want to use tabs or commas/quotes as field delimiters in the exported file. The choice depends on the file format used by the application in which you'll later view the information. The tab-delimited format is usually the best choice.

Printing in Personal Perspective

You can print any page of the Day Planner or Address Book. You first turn to the Day Planner or Address Book and then proceed the same way you do when you print other EO documents. You can also fax any page in either book.

For instructions, refer to section 4, "Printing."

Back Up!

As you add information, the Day Planner, Address Book, and notes will quickly become vital elements in your personal or business day. Losing the information—phone and fax numbers, addresses, notes on events—may create a serious inconvenience, if not an emergency.

Back up your work often. Once a day is ideal, once a week the minimum. For instructions, refer to section 12, "Backups and Copies."

Calculator

This section gives step-by-step instructions for using EO Calc, a handwriting-based calculator that comes with the EO.

This section assumes that you've worked through *Getting Started with Your EO Personal Communicator.*

Entering Numbers

EO Calc provides you with on-screen "calculator paper" you can use while you're working on other EO documents.

An EO Calc document has a column for numbers and a column for arithmetic and scientific operators. You write the numbers and add operators, and the EO translates your writing and does the arithmetic.

You can embed an EO Calc document in another document. For example, you might attach sales or expense figures to a trip report. For instructions on embedding (attaching) documents, refer to "Adding Attachments to a Document," in section 3.

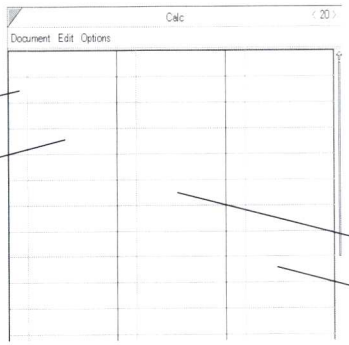
To open an EO Calc document

1. **Turn to the main Table of Contents and draw a caret ^ to open the Create menu.**
   You can also tap Create to open the menu.

2. **Tap Calc.**
   A new Calc icon appears in the Table of Contents.

3. **Tap the icon to open the Calc document.**

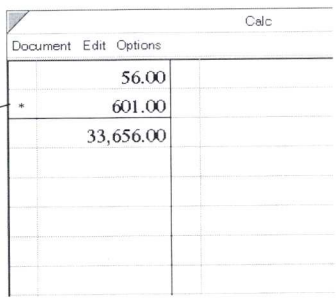
A calculator sheet



4. **Write the first number in one of the number columns.**
   The EO translates your numbers into computer text as you write.

5. **Write the operator in the operator column, and then write the second number.**
   For example, if you want to add the second number to the first, write a plus sign (+).

Operators in use



The EO draws a line and shows the results of the computation.

To use the operator sheet

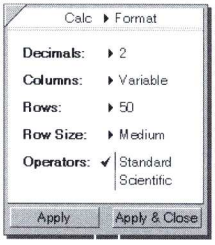
1. **Instead of writing the operator, tap the operator column to open a small sheet.**

2. **Tap the operator you want to insert in the operator column.**

To change the format

1. **Choose Format from the EO Calc Options menu.**
   You see the EO Calc Format sheet.

Format sheet



2. **To change the number of decimal places, columns, or rows, choose a new option from one of the pop-up menus.**

Using Scientific Operators

The calculator provides several scientific operators you can use for more advanced computations.

To use scientific operators

1. **Choose Format from the Calc Options menu.**

2. **In the Format sheet, tap ✓ Scientific.**
   The EO adds a set of scientific operators to the operator sheet.

   For information on all operators, refer to "EO Calc reference," next.

EO Calc reference

Operator	Action
+ (plus)	Adds the number to the number above.
– (minus)	Subtracts the number from the number above.
* (multiply)	Multiplies the number above by the number.
/ (divide)	Divides the number above by the number.
Sum	Calculates the total for the numbers above.
text	Converts a row from numeric to text format. You can write and translate text in the row (other rows accept only numbers).
1/x	Divides the number into 1.
x^y	Computes the number to the power of the number above.
sqrt	Calculates the square root of the number.
Link	Creates a linked copy of the item in the column to the right.
Ln	Computes the natural logarithm of the number.
exp	Computes *e* to the power of the number (e^{number}).
sin	Computes the sine of the number in radians.
cos	Computes the cosine of the number in radians.
tan	Computes the tangent of the number in radians.
asin	Computes the arcsine of the number. The result is an angle in radians, in the range $-\pi/2$ to $\pi/2$.
acos	Computes the arccosine of the number. The result is an angle in radians, in the range 0 to π.
atan	Computes the arctangent of the number. The result is an angle in radians, in the range $-\pi/2$ to $\pi/2$.
log	Computes the common (base 10) logarithm of the number.
10^x	Computes 10 to the value of the number.

MiniText and MiniNote

This section shows you how to create and use MiniText and MiniNote documents.

This section assumes that you've worked through *Getting Started with Your EO Personal Communicator.*

About Writing on the EO

You can write two ways on the EO: for translation into computer text or in electronic ink. The MiniText application is designed for text, and the MiniNote application for ink.

Text is easy to read, and it can be styled and formatted as if it were typeset. Writing in ink, on the other hand, is fast and natural, and allows you to add drawings or diagrams. The choice between MiniText and MiniNote depends on what you need to do and how you want a document to look.

Using MiniText

You use MiniText, a basic word-processing application, to create text documents. In a MiniText document, you write words and sentences and then translate them into computer text.

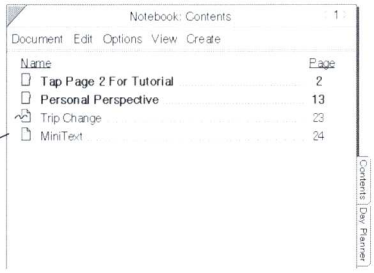
To create a new MiniText document

1. **If necessary, tap the Contents tab on the main Notebook to return to the main Table of Contents.**

2. **Draw a caret ^ gesture somewhere in the Table of Contents.** The Create menu opens. (You can also tap the Create menu to open it.)

3. **Tap MiniText.**
In a moment a new document icon appears at the bottom of the main Notebook's Table of Contents. The new document is automatically named for the application that created it: MiniText.

Creating a new document



New document icon

If you don't rename the first MiniText document, subsequent documents you create are named MiniText1, MiniText2, and so on.

4. **Tap the new MiniText document icon to turn to that page.**
A new MiniText document opens with a ruled, boxed writing pad open. You can change the type of writing pad later if you wish. For information, refer to "Changing the Type of Writing Pad," on page 192.

MiniText document with writing pad

To write in the pad

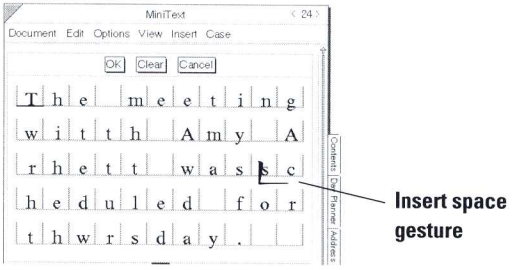
1. **Using uppercase and lowercase letters, print whatever you wish.**
   Print naturally, one letter to a box, using the same pen movements that you would use to print a note on a sheet of paper. To make text translation more accurate, don't use script (cursive) handwriting.

2. **Tap OK.**
   The EO translates your writing into text and leaves the pad open, with the text still in the pad.

3. **Correct the translation.**

   - To correct a letter, print over the letter (that is, on top of the letter).
   - To insert a space before a letter, draw an insert space gesture over (on top of) the letter. Begin the gesture in the center of the letter box and draw the horizontal line below the letter-box line. Make the tail of the gesture extend beneath the next box.

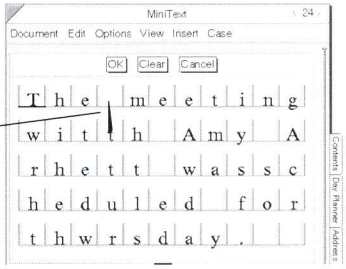
Inserting a space



   - To delete (erase) a letter, draw a flick up gesture over (on top of) the letter. Begin the flick in the center of the letter box and end it above the top of the box. Make the top of the gesture extend into the box above.

Deleting a letter

Flick up gesture



- If you see a question mark, it means that the EO didn't understand the letter you printed. Reprint the letter over (on top of) the question mark.

4. **When the words are the way you want them, tap OK again.**
   The writing pad stays open, and the words you printed are inserted, in text form, at the top of the MiniText document.

   If you want to close the writing pad, tap Cancel.

To add more text

1. **Print additional words or sentences, and then tap OK to translate what you wrote.**

2. **Make corrections and tap OK again.**
   The words appear in the document after the words you printed earlier.

To insert a word in the middle

1. **In the actual document (not in the writing pad), draw a caret ^ between any two words.**
   An editing pad opens. If you need a bigger pad, drag the resize handle to enlarge the pad.

2. **Print the new words and tap OK to translate them.**

3. **Make corrections and tap OK again.**
   The word appears in the document after the point at which you drew the caret.

To insert several words in the middle

1. **Tap a point between two words.**
   The space highlights (darkens) to show that it's selected.

2. **Choose Embedded Pad from the Insert menu.**
   A new writing pad opens.

3. **Write a few new words in the pad.**

4. **Tap OK to translate, make corrections, and tap OK again.**

5. **Tap Cancel to close the writing pad.**
   The new text appears in the document at the spot you selected.

To rename the document

1. **Print a new name over (on top of) the old name.**
   An editing pad opens.

2. **Make corrections and tap OK to confirm the new name and close the pad.**
   If you tap Clear and rewrite the name, tap OK once to translate and again to confirm the new name.

> ***Circle ○ gesture*** *You can also draw a circle ○ gesture over a name to open the editing pad.*

To close the writing pad at any time

Tap the Cancel button.

To add your signature

1. **After you've written the text of the document, close the writing pad if it's open.**
2. **Tap the spot at which you want your signature to appear.**
3. **Choose Signature Pad from the Insert menu.**
4. **Write your name within the borders of the pad.**
   When you print or send the document, your signature appears where the pad is (the borders are not printed).

> ***No ink in MiniText documents*** *Except in the signature pad, you cannot write or draw in ink in a MiniText document.*

To save a document

Tap the Contents tab for the main Notebook.
You never really close a document on the EO. Instead, you simply turn to another page. The EO saves any new work and any changes when you turn a page. You can choose Checkpoint from the Document menu to save changes. **Checkpoint** is the EO's equivalent of *save*.

MiniText tips

To do this	Do this
Open an embedded writing pad to add text	Draw a caret tap where you want the text to go. Or set the insertion point and choose Embedded Pad from the Insert menu. The text you write will go into the document at the point where you drew the gesture.
Open a pop-up editing pad for small corrections	Draw a circle gesture over the word you want to correct, or choose Pop-up Pad from the Insert menu.

To do this	Do this
Open a character pad to add a single character	Draw an up right ⌐ gesture where you want to insert the character and write the character in the box. As soon as you finish writing the character, the EO transfers the character to the page and closes the pad. If you decide not to write in the character pad, close it by tapping anywhere outside the pad.
Make a pad larger or smaller	Drag a resize handle.
Insert a space, tab stop, line break, paragraph break, or page break	Tap to select a spot and choose the appropriate command from the Insert menu. Shortcuts: Use a down left ⌙ gesture to add a carriage return, a down right ⌙ gesture to add a space, and a down right, right ⌙ gesture to add a tab.
Preview a document before you print	Choose Printer Format from the View menu. When you've finished the preview, choose Screen Format from the View menu.
Change the case to all uppercase, all lowercase, or initial capital letters	Double tap a word to select it, and then choose an option from the Case menu.
Format a blank page before you write	Create a new MiniText document, open it, and choose Select All. Then choose the appropriate option sheet from the Options menu.
Resize the signature pad	Drag the corner handle.
Delete a signature pad	Tap the space immediately above the pad to select it. Then choose Delete from the Edit menu.
Format a document before you write	Refer to "Adding New Types of Stationery," in section 3.

Improving Text Recognition

Text recognition improves with practice, so you shouldn't be discouraged if you have to make numerous corrections early on. As you write, remember to handle the pen just as you would if you were writing on paper. Using boxed writing pads helps because they provide a familiar format in which you keep letters, words, and punctuation marks separate from each other.

The text recognition rate for an average person is around 90 percent, so you can expect some errors to occur. The recognition software running in your EO is a replaceable module, so you'll be able to add new recognition software as it becomes available. For example, cursive (script) recognition software is now being developed.

You may find it easiest to simply enter text and allow errors to appear. You can then check the spelling on the finished document and make corrections during the check.

Adding frequently used words to the built-in dictionary can dramatically improve text recognition. To do this, write each word out in a MiniText document. Write an S in the title line to check the spelling. When the spelling checker stops at misspelled words, tap ! Remember for each one.

> ***Customizing recognition*** *You can train the EO to recognize particular letters. To do so, open the Settings notebook, tap ! Handwriting (under Installed Software), tap ! Customize in the menu bar, and follow the on-screen instructions.*

Text recognition tips

To do this correctly	Do this
Print letters	Put each letter inside a box and print clearly. Don't connect characters together as you do in script (cursive) handwriting. Minimize the slant at which you print the letters.
Print the number 1 (one)	Print the 1 so that it looks like the typed number "1". Print the 1 in two pieces: First print the top part in a short stroke to the right for the little hook and a stroke straight down for the "leg" of the number. Then print the bottom horizontal bar. Try printing a 1 (one) and an l (letter) side by side so that you can see the difference.
Print the number 0 (zero)	Print the 0 more narrowly than you print the letter O. Try printing a 0 (zero) and an O (letter) side by side so that you can see the difference.
Add punctuation marks	Put each punctuation mark in its own box.
Make space between words	Skip a box. If a word goes to the last box in a line, skip a box on the next line before you start the next word.
Remove extra spaces at the end of a line	Do nothing. The EO converts extra spaces at the end of a line into a single space.
Start a new paragraph	Skip an entire line of boxes.
General tips	Write neatly and at a normal speed. Don't press too hard. Pretend you're writing with a felt-tip pen. Make your letters a consistent size. Write letters with descenders (g, j, p, q, and y) so that the lower part of the letter drops below the bottom of the line. When you write without boxes, leave a small, consistent space between letters and a bit more space between words.

Aligning the Pen

You can align the pen so that the EO recognizes the angle at which you usually hold the pen. Aligning the pen to your personal style significantly improves text recognition.

If ink doesn't seem to flow directly from the pen tip, aligning the pen will help solve the problem.

To align the pen

1. **Open the Settings notebook and turn to the Pen page in the Preferences section.**
2. **Hold the pen the same way you do when you write on paper.**
3. **Touch the pen to the middle of the cross-hairs of the Tap to Align Pen category.**
   The cross-hair box blinks briefly.
4. **Tap Apply.**
5. **Tap the close corner to close the Settings notebook.**

Changing the Type of Writing Pad

You can choose whether to write in boxed pads, ruled box pads, or ruled pads. Experiment with the different types of pads to determine which is most efficient.

Ruled pads make writing somewhat more fluid for experienced pen users. If you're a beginner or intermediate pen user, you may wish to start with ruled box pads.

1. **Open the Settings notebook and tap Writing.**
   You see the Writing page.

2. **Choose a pad from the Writing Pad pop-up menu.**

3. **Tap Apply.**
   The new setting takes effect the next time you open or insert a writing pad.

Changing the Capitalization Style

If you're having problems with text translation, writing in all capital letters (all uppercase) may help solve the problem. Most people are more consistent in the way they print uppercase letters than in the way they print lowercase letters.

You can set the EO to use all uppercase letters and then translate your letters into a mixture of uppercase and lowercase. If you choose to do this, print only uppercase letters, and not a mix of uppercase and lowercase letters.

To use all capital letters (all uppercase)

1. **Open the Settings notebook and tap Writing.**
   You see the Writing page.

2. **From the Writing Style pop-up menu, choose Upper Case Only.**

3. **Tap Apply.**

4. **Open a writing pad.**
   For information on opening pads, refer to "MiniText tips," on page 188.

5. **Write in all capital letters.**
   When you tap OK to translate your writing, the translation appears in both uppercase and lowercase letters. Remember to use all uppercase letters when you make corrections.

Styling and Formatting Text

In a MiniText document, you can change the appearance of text you've translated by choosing a new font (typeface), font size, or style, such as italics or boldface. You can also change the look of a document page by changing the margin and resetting tab stops.

To make one or two quick changes

1. **Select the text you want to change.**

2. **Follow the guidelines in "Styling tips," next.**
   Apply the gestures shown over a single word or over a selected text expression.

Styling tips

To do this	Do this	For this result
Make text bold	Write a B.	annual profits **grew**
Italicize text	Write an I.	annual profits *grew*
Underline text	Write a U.	annual profits grew
Restore normal settings (remove styles such as bold or italics)	Write an N (for normal).	annual profits grew
Increase the size of characters by 2 points	Use the arrow up ↑ gesture.	annual profits grew
Decrease the size of characters by 2 points	Use the arrow down ↓ gesture.	annual profits grew
Change text to initial capital letters	Use the initial caps ⌐ gesture.	annual profits Grew

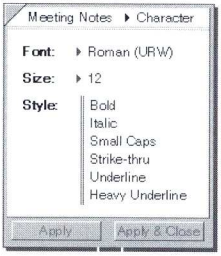
To do this	Do this	For this result
Change text to all capital letters (all upper case)	Use the uppercase gesture.	annual profits GREW
Change text to all lowercase letters	Use the lowercase gesture.	annual profits grew

To make many changes at once

1. **Select the text you want to style.**
   To change the whole document at one time, choose Select All from the Edit menu.

2. **From the Options menu, choose Character, Paragraphs, Tab Stops, or Display, depending on what you want to change.**
   The related option sheet opens. You can also draw a check (tick) gesture ✓ over text to open the Character option sheet.

Character option sheet



3. **Open Quick Help if you need details about each option.**

4. **Follow the guidelines in the chart, tapping Apply & Close when the settings are the way you want them.**

Formatting tips

To make changes	Choose this	Do this in the option sheet
Change the font, font size, or style	Choose Character from the Options menu to open the Character sheet	Tap ! to select the options you want.
Change text alignment, margins, line height, the space between lines, the indent for the first line of a paragraph (1st Line Offset), the space before and after paragraphs	Choose Paragraph from the Options menu to open the Paragraph sheet	Tap ! an Alignment icon to align text on the left margin, center it, align it on the right margin, or align it evenly on both margins. Then write the settings you want.
Set tabs	Choose Tab Stops from the Options menu to open the Tab Stops sheet.	Draw a caret ^ at the bottom of the sheet to insert a new tab stop, and then write the settings you want. (You may need to resize the option sheet to make room for the gesture.) Two tabs are preset at 0.5 and 1.0 inch. To change them, write new numbers over the old ones.
Enlarge the text on the screen without changing the way the text will be printed	Choose Display from the Options menu to open the Display sheet.	Choose a magnification setting from the Magnify Text on Screen pop-up list.

Writing with the On-Screen Keyboard

The EO provides an on-screen keyboard that you can use to enter text or numbers. You can use the keyboard in an open document and while you're working in a writing pad.

For big writing jobs, you may want to attach an external keyboard so that you can type, rather than write and translate, the text. For instructions for attaching a keyboard, refer to "Connecting a Keyboard," in section 13.

To open the on-screen keyboard

1. **Open the Accessories notebook and tap the Keyboard icon.**
   The keyboard appears on top of the document.

Keyboard

2. **Press to set an insertion point in the text where you want to begin typing.**

3. **Tap characters on the keyboard to insert text.**

To close the keyboard

Tap the close corner.

Using MiniNote

You use the MiniNote application to write notes in electronic ink. When you want to send a quick fax or sketch a drawing, writing in ink is a fast, easy approach.

You can translate the ink to text if you wish, but translation is not necessary. Although writing in ink is fast, you can't style or format ink words and paragraphs. Also, remember that MiniNote documents take up more space in your EO's memory than translated (MiniText) documents. A MiniNote page is about ten times larger than a MiniText page.

To create a new MiniNote document

1. **Draw a caret ∧ gesture in a blank area of the Table of Contents.**
   The Create menu opens. (You can also tap the Create menu to open it.)

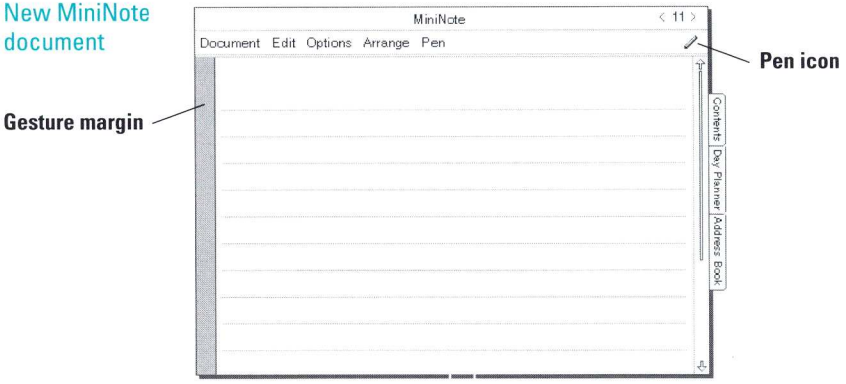
2. **Tap MiniNote.**
   In a moment a new MiniNote document icon appears at the bottom of the main Notebook's Table of Contents, or in the section where you drew the caret. The new document is automatically named for the application that created it: MiniNote.

   If you don't rename the first MiniNote document, subsequent documents you create are named MiniNote1, MiniNote2, and so on. The numbering sequence depends on where you create the MiniNote document.

3. **Tap the new MiniNote document icon to turn to that page.**
   The MiniNote page opens. It looks like a lined page from a paper notebook.

   Notice the gray border on the left side of the document. This border is the **gesture margin.** You make gestures in this area to select lines you've written.

   If you want to make corrections without selecting an ink object first, you can switch the pen icon to gesture mode.



To write in the document

Start writing anywhere, or draw a sketch.
If you write in script (cursive) handwriting and later translate the text, you will probably find numerous errors. You must print neatly if you plan to translate the text.

To select a line of writing

1. **Tap in the gesture margin, to the left of the line you want to select.**
The line highlights (darkens) to show that it's selected.

Since you're writing in ink, most gestures go into the gesture margin. Some gestures, however, can be made directly in the content area. See "To delete (erase) a word or picture," on page 200, for one example.

Extending a selection *By drawing left or right brackets ([,]) in the gesture margin, you can add items to a selection.*

2. **To delete the selected writing, draw a cross-out ⨯ over the selection.**
   You can also choose Delete from the Edit menu.

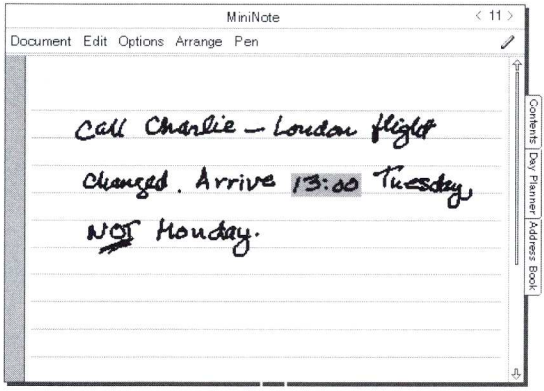
To use gestures without selecting an ink object

Tap the pen icon to switch to gesture mode.
In gesture mode, you can use the margin gestures directly on the page.

To delete (erase) a word or picture

1. **Double tap the word or picture.**
   The object highlights (darkens) to show that it's selected.

Selected word

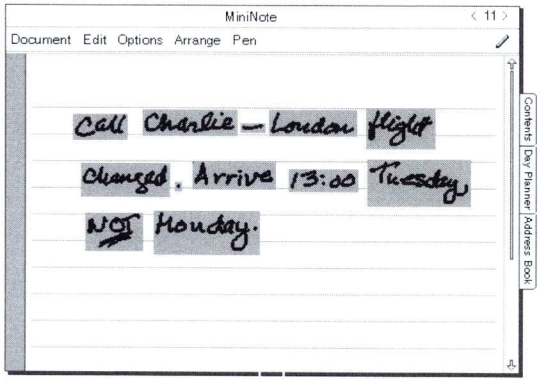


2. **To delete the selected object, draw a cross-out ⨯ over the selection.**
   You can also choose Delete from the Edit menu.

To erase the whole note

1. **Choose Select All from the Edit menu.**
   All the writing is selected.

All the contents selected



2. **Choose Delete from the Edit menu.**
   All text and any buttons or attachments are erased.

To translate words to text

1. **After you've printed a note, choose Select All from the Edit menu.**
   Your handwriting highlights (turns dark) to show that the writing is selected.

2. **Choose Translate & Edit from the Edit menu.**
   An editing pad appears, showing the translation. If you wrote in script (that is, if you did not print the words), you'll probably see numerous errors. A circle tap ⊙ gesture works too.

3. **Correct the translation.**
   - To correct a letter, print over the letter.
   - To insert a space, draw an insert space ⌊ gesture over the letter.

- To delete (erase) a letter, draw a flick up | gesture over the letter.
- If you see a question mark, it means that the EO didn't understand the letter you printed. Reprint the letter over the question mark.

4. **When the words are the way you want them, tap OK.**

MiniNote editing tips

To do this	Do this in the gesture margin
Add blank lines in the middle of a document	Draw a right down ⌐ gesture. Start the gesture in the gesture margin and end it in the document itself. The longer the down stroke, the more lines you add.
Delete lines to move up in a document	Draw a right up ⌙ gesture. Start the gesture in the gesture margin and end it in the document itself. The longer the up stroke, the more lines you delete.

EO Sound

This section shows you how to use the EO Sound application to record voice notes and attach them to a document.

This section assumes that you've worked through *Getting Started with Your EO Personal Communicator*.

About Voice Notes

Voice notes are recordings that you create with the EO Sound application. You can insert a voice note into any EO document.

Voice notes can add a personal touch to communications by allowing you to insert a direct comment in your own voice, with your own emphasis. If you send a Sound document by e-mail to another EO owner, the recipient can play back your voice note simply by tapping its icon.

> ***About faxes*** *Because faxes are images, you can't send a voice note by fax. You can, however, attach a voice note to any document in which you can embed documents.*

To play a voice note, your recipient must have the EO Sound application (it comes with all EO Personal Communicators).

Creating or Embedding a Sound Document

You start a voice note by creating a Sound document, which is similar to other EO documents except that it contains a recording.

To create a new Sound document

1. **Draw a caret ^ in the Notebook Table of Contents.**
   The Create menu opens.

2. **Tap Sound.**
   A Sound icon appears where you drew the caret.

To embed a Sound document

1. **Turn to the document in which you want to place the voice note and draw a double caret ^^ at the appropriate spot.**
   The Create menu opens.

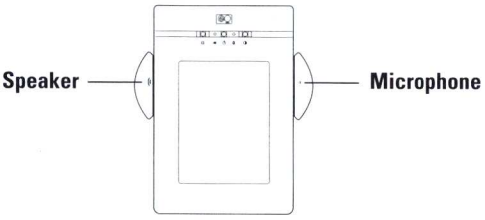
2. **Tap Sound.**
   A Sound icon appears where you drew the double caret.

For more information about embedded documents, refer to "Adding Attachments to a Document," in section 3.

Recording

When you record a voice note, you speak into the microphone on the right ear of the EO. Playback is through the speaker on the left ear.

Speaker and microphone

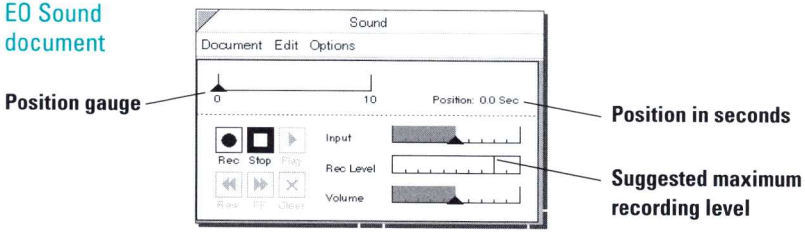


To record a note

1. **Place the EO so that the microphone will be about 1 foot from you as you speak.**
   Don't get too close to the microphone, or the recording will be distorted.

2. **Create a Sound document and tap its icon.**
   The Sound document opens.

EO Sound document



3. **Tap Record and begin speaking.**

   - **Position gauge** shows the approximate amount of time you've recorded, relative to the maximum recording time. The preset maximum is 10 seconds, but you can change the maximum length. Refer to "Recording tips," on page 208, for instructions on changing the maximum length.

- **Position** shows the exact amount of time in seconds that you've recorded.
- **Rec Level** allows you to monitor the recording level to be sure that sounds are recorded without excess noise or distortion. The peaks should tend to be lower than the maximum suggested level. If the Rec Level meter goes above the suggested maximum, decrease the input level slightly. If the marker falls below that point, increase the input level.

4. **When you've finished the recording, tap Stop.**
   The recording stops automatically and beeps if you reach the maximum length before you tap Stop.

5. **Correct the recording, if necessary.**
   You can rewind the recording to the beginning, or you can drag the position marker to any point. For example, if you want to re-record from the 4-second point, drag the position marker to 4 seconds, tap Record, and record the rest of the sound. This process erases the rest of the previous recording, from the point at which you start the revision.

6. **To listen to the recording, tap Play.**
   The EO automatically plays the sound back to you, through the EO speaker. If the Position marker is at the beginning or end of the recording, the whole note is played. Otherwise, playback begins at the spot indicated by the marker.

Voice note size *Sound recordings are complex documents that may take up significant amounts of space (memory). For example, a 10-second note requires as much space as a six-page memo in MiniText (about 30K). If you run short of space on your EO, you may want to remove any EO Sound documents that you don't need.*

To change the input level

1. **Tap a point on the Input scale to the right or left of the Input marker.**
   The marker moves to the point you tapped.

   Input level determines recording sensitivity. If your voice—or any sound you're recording—is soft, you may want to increase the recording level and record the note again. Don't set the input level too high, or the sound will be distorted.

To change the volume

Tap a point on the Volume scale to the right or left of the Volume marker.
The volume level determines how loud the recording will sound when it's played.

To close an embedded Sound document

Tap the close corner.

Using Quick Play

You can set up a voice note so that on playback the actual Sound document doesn't open when you tap the Sound icon. This saves a little time and also makes a voice note immediately available to its recipient.

To set up for Quick Play

1. **Record a voice note.**

2. **Choose Play from the Options menu.**
   The Play option sheet opens.

3. **In the Play option sheet, tap Quick Play to turn it on.**

4. **Tap Apply & Close.**
   Now when you tap the Sound icon, wherever it is, the recording plays back without opening the Sound document.

   If you want to reopen the Sound document, double tap the Sound icon.

Playing Back a Recording

The method of playing back a recording depends on whether Quick Play was set to on.

To play back a recording (Quick Play on)

Tap the Sound icon.
The recording plays immediately.

To play back a recording (Quick Play off)

If Quick Play was set to off, the Sound document opens.

Tap Play to hear the recording.

Recording tips

To do this	Do this
Move anywhere in a recording	Tap the position gauge or drag the position marker.
Move backward quickly through a recorded sound (rewind)	Tap the "Rew" (rewind) button.
Move forward quickly through a recording (fast forward)	Tap the "FF" (fast forward) button.
Clear (erase) a recording	Tap Clear.

To do this	Do this
Open a sound icon that has Quick Play set to On	Double tap the icon.
Stop a sound that's playing in Quick Play	Tap the icon.
Change part of a recording	Rewind or fast forward to the spot you want to change and tap Stop. Then tap Rec (record) and start speaking. The new message records over the old.
Change the maximum time limit for a recording	Choose Record from the Options menu. In the Record sheet, write a new maximum length.
Change the recording's compression factor before you record (you can't change a sound you've already recorded)	Choose Record from the Options menu. In the Record sheet, tap Compression Off for best sound quality. Tap Compression On to save space. When Compression is on the recording occupies less space, but the sound may not be as clear.

Sound troubleshooting

Error message	Possible solution
The format of the sound is incompatible with the sound service.	Make sure that you have the current version of EO Sound installed. You may need to update your system software. Contact EO Customer Service.
Only one sound can be recorded or played at a time.	Try deleting the current Sound document, creating a new one, and recording again.

Error message	Possible solution
EO Sound has run out of space. An error has occurred while trying to change the size of the sound.	You're running low on memory. Refer to "Managing Memory," in section 1.
All other error messages	1. Before you record a sound, make sure you're not connected to a PC via PenTOPS and that faxes or e-mail messages are not being transmitted. 2. Make sure that the EO Sound Service is installed. To check, open the Connections notebook (in Accessories), open BOOTVOL, and choose Services from the View menu. If the item titled "msndsvc" does not have a check mark in its Install box, check the box. 3. You may be low on memory. Refer to "Managing Memory," in section 1.

Backups and Copies

This section gives step-by-step instructions for connecting to external storage devices such as disk drives. This section also shows you how to copy and back up documents, exchange files with other computers, and use storage devices connected to a PC network.

This section assumes that you've worked through *Getting Started with Your EO Personal Communicator* on the EO.

About Backing Up

From time to time you will want to back up the main Notebook, certain documents in your EO, and the contents of the ProfileBook, which contains all the information in the Day Planner and Address Book. You may also need to make copies for others to use.

Backing up at regular intervals is best

To avoid losing the information in your EO, you may wish to set a regular interval for making **backups**. Once a day is ideal, once a week the minimum.

You have several backup options

You can create backup copies and store them in one of the following ways:

- **PC Storage** You can connect the EO to a PC by using PenTOPS software, as described in section 14, "PC Connections." With this option, you can store documents on any hard disk or floppy disk drive that's available to the PC.
- **SCSI hard disk drive** You can connect an external SCSI hard disk drive to the EO 880. For information, refer to "Connecting a SCSI Hard Disk Drive (EO 880)," in section 13.

- **EO floppy disk drive** You can connect an EO floppy disk drive to the printer port on the EO. The proper cable comes attached to the floppy disk drive. The EO disk drive accepts 3.5-inch disks. For information on connecting, refer to "Connecting an EO Floppy Disk Drive," in section 13.
- **PCMCIA card** You can insert a PCMCIA silicon disk or SRAM card and copy your EO documents onto the card, if the card is large enough. For information, refer to "Installing a PCMCIA Card," in section 13.
- **Modem** If you're traveling, you can dial in via modem to a PC equipped with TOPS software. You can then store documents on any disk that's available to the PC. (This may be a time-consuming and expensive method of storage.)

Making Backup Copies

The first step in backing up the contents of your EO is connecting to an external storage device. After you're connected, you can make backup copies of individual documents, applications, the entire Notebook, or the contents of the Address Book and Day Planner.

To connect to an external backup device

1. **Switch the EO to Standby.**

   General rule *You should switch to Standby whenever you connect or disconnect peripheral devices.*

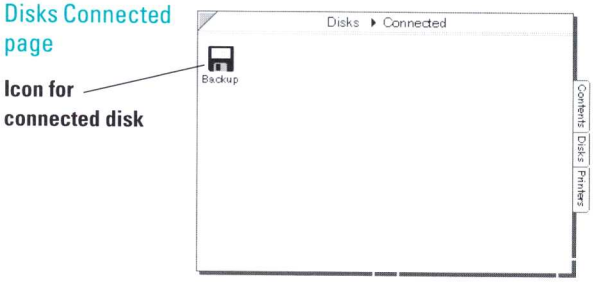
2. **Connect the EO to the external device.**

   - **PC** Connect the cable from the serial port of the PC to the PC (serial) port on the EO.

- **EO floppy disk drive** Connect the drive's cable to the printer (parallel) port on the EO. Then connect the drive to a power source and switch on the drive. Insert a formatted disk. For instructions on formatting a disk, see "Formatting Floppy Disks," on page 229.
- **SCSI hard disk drive (EO 880)** Connect the drive's cable to the SCSI port on the EO 880.
- **PCMCIA card** Make sure that the card is properly inserted in the EO. For information, refer to "Installing a PCMCIA Card," in section 13.

3. **Switch the EO on.**

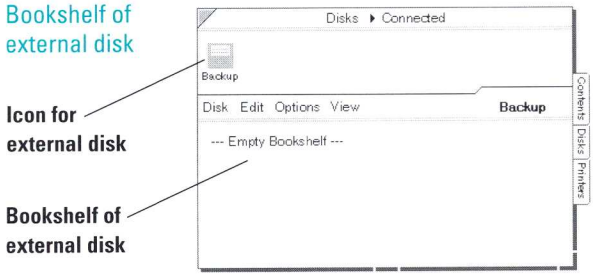
4. **Open Accessories and tap Connections.**
You see the Disks Connected page of the Connections notebook. This page shows the name of any disk or PC that is currently connected to the EO.



If you don't see a disk or PC icon, make sure that the disk drive or PC is on and properly attached. If you're using a floppy disk drive or PCMCIA, make sure that a disk (or the card) is properly inserted. Then close the Connections notebook and return to step 2.

5. **Tap the icon of the formatted disk.**

6. **Choose Bookshelf from the View menu.**
   A new view of the disk contents opens—the Bookshelf view. This disk-based Bookshelf is like the one on the EO. It serves as a storage place for items that are not contained in the main Notebook.



To copy an item from the EO to the external device

1. **Connect to your preferred backup device, and then turn to the Disks Connected page.**
   Refer to "To connect to an external backup device," on page 212, for instructions.

2. **In the notebook Table of Contents or on the Bookshelf, locate the item you want to copy.**
   You can move the Disks Connected page out of the way if you can't see the item in the Table of Contents. To move the page, drag its title bar.

3. **Tap press ⊥ the item you want to copy.**
   A double marquee appears, showing that the item is ready to copy.

4. **Drag the marqueed item to the Bookshelf of the backup disk.**
   In a few moments the icon for the item you copied appears in the backup disk's Bookshelf. You may be asked to choose a format option. For information, refer to "Exporting and Importing Documents," on page 220.

To copy an item from the external device to the EO

1. **Connect to your preferred backup device, and then turn to the Disks Connected page.**
   Refer to "To connect to an external backup device," on page 212, for instructions.

2. **Tap press the item you want to copy.**
   A double marquee appears, showing that the item is ready to copy.

3. **Drag the marqueed item to the EO Notebook.**
   In a few moments the icon for the item you copied appears in the Table of Contents. You can copy an item to the EO Bookshelf, if you prefer. You may be asked to choose a format option. For information, refer to "Exporting and Importing Documents," on page 220.

Backing Up Changes to Software

As you work with different software packages, you may wish to modify the software and back up the changes you make. For example, if you add words to a personal dictionary that is attached to a writing application, you will probably want to copy and back up the dictionary with the new words.

For information on backing up everything in the EO, refer to "Backing Up Everything," next.

To back up changes to software

1. **Connect a disk drive and insert the backup disk that contains the software you plan to update.**

2. **Open the Connections notebook and turn to the Disks Connected page.**

3. **Choose a software type from the View menu (for example, Dictionaries).**

4. **Open the Settings notebook and turn to the page for the corresponding software type (for example, Dictionaries).**
The corresponding software page opens. Tap press ↓ the dictionary title in the Installed Dictionaries page and drag the title to the Disks Connected page. You may need to move one of the windows so that you can see both.

5. **When the process is complete, close the Settings and Connections notebooks by tapping ↙ their close corners.**

Backing Up Everything

You can back up the documents you've created by copying the entire Notebook onto an external storage device.

The original ProfileBook comes as a document in the main Notebook, so copying the Notebook copies the ProfileBook. (The ProfileBook contains all the information you enter in Personal Perspective.) If you move the ProfileBook onto the Bookshelf, you need to back up the ProfileBook separately.

Copying the Notebook *The Notebook can be copied only onto the Bookshelf of an external disk, not into another notebook.*

To back up the entire Notebook

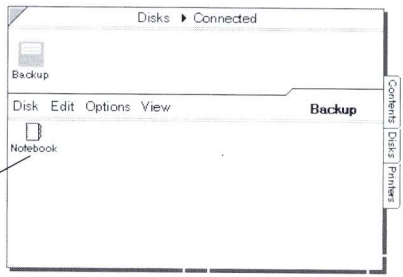
1. **Connect to your preferred backup device and turn to the Disks Connected page.**
Refer to "To connect to an external backup device," on page 212, for instructions.

2. **If necessary, tap ↙ the close corner of the Notebook to reduce it to an icon.**

3. **Tap press ⍊ the Notebook icon on the EO.**
   A double marquee appears, showing that the item is ready to copy.

4. **Drag the marqueed icon onto the Bookshelf of the backup disk.**
   A status message lets you know that copying is in progress. In a few minutes the icon for the Notebook appears in the backup disk's Bookshelf.

Backing up the Notebook



Notebook on the Bookshelf of a floppy disk

If your Notebook gets very large, you may need a hard disk or other mass storage device to copy the Notebook in a single action. You can back up one document at a time if all your documents won't fit on one disk. For example, you can create a backup disk especially for the ProfileBook.

To back up the contents of the Address Book and Day Planner

1. **Connect to your preferred backup device and turn to the Disks Connected page.**
   Refer to "To connect to an external backup device," on page 212, for instructions.

2. **Find the ProfileBook icon and tap press ⍊ the icon.**
   A double marquee appears, showing that the item is ready to copy.

3. **Drag the marqueed icon onto the backup disk.**
   In a few minutes the ProfileBook icon appears in the backup disk's Bookshelf.

Backup tips

To do this	Do this in Bookshelf view
Copy an item from the EO to the external device	Tap press the title of the document you want to copy, and then drag the item to the Bookshelf area on the Disks Connected page. A copy of the document appears as an icon on the Disks Connected page. The original remains in the Notebook.
Copy an item from the external device to the EO	Tap press the title of the document you want to copy, and then drag the item to the Notebook's main Table of Contents.
Work with an item directly on an external device	Tap an icon to open the item you want. You can work with the item as if it were in the EO. When you close the item, any changes you made are stored on the external device, not in the EO. If you want to take the item with you, you should move a copy to the EO.
Create a notebook on the external device	Draw a caret ^ on the Bookshelf of the external device. When the Create menu appears, choose Notebook. You can rename the notebook by drawing a circle on the name and changing the name in the editing pad.
Copy a document into a new notebook	Tap the notebook on the external device to open it. Tap press the document on the EO to copy it, and drag the marqueed icon into the new notebook's main table of contents.

Restoring Backups

At some point you may wish to restore your backup copies to the EO. You might also need to restore everything in the event of a complete loss of data.

To restore your backup copies

1. **Connect to your preferred backup device and turn to the Disks Connected page.**
   Refer to "To connect to an external backup device," on page 212, for instructions.

2. **If you're using a floppy disk drive, insert the disk that contains the backup copy of the Notebook.**
   If you're using a hard disk, a PC-connected disk, or a PCMCIA card, find the backup copy on that device. If necessary, switch to Directory view.

3. **Tap press ⊥ the Notebook icon on the external device and drag the icon onto the EO Bookshelf.**

4. **When you're prompted by a dialog sheet, tap ⊬ "Overwrite existing document."**

   Overwriting *When you restart the EO, all applications and documents are reinstalled, but they contain no data. The backup replaces these files.*

5. **If you backed up the ProfileBook separately, find the ProfileBook icon on the external device, tap press ⊥ the icon, and drag the icon into the Personal Perspective section in the EO Notebook.**

6. **When you're prompted by a dialog sheet, tap ⊬ "Overwrite existing document."**

Tips on restoring backups

To do this	Do this
Restore an application	You need to reinstall the application. Follow the steps in "Installing an Application Automatically," in section 13.
Restore the contents of the Inbox	You should not need to restore the Inbox, which should be used only for temporary storage. Move all mail and faxes that you want to keep into the Notebook for storage, as soon as you receive them. When you restore the Notebook backup, you restore those messages.
Restore the contents of the Outbox	Most of the contents of the Outbox consist of documents you've addressed for mail or fax. You'll need to readdress these documents.

Exporting and Importing Documents

You can exchange documents with other computers. When you copy, move, or e-mail a document, you sometimes need to convert the document to a file format that can be used by a different computer application. **File format** refers to the way an application organizes and stores information.

The file formats available depend on the type of document. You can export and import documents with these file formats:

- **PenPoint Document** Use this format if you're exporting to another EO owner or to someone who has another PenPoint computer.
- **ASCII File** Use this format if you're exporting to someone who has a non-PenPoint computer (for example, someone with a desktop PC).
- **Soft Line Break ASCII File** Use this format if you're exporting to an application that specifies the format.
- **Text File** Use this format if you're exporting to someone who has a non-PenPoint computer.
- **Perspective Data** Use this format if you're exporting a Perspective document to another EO (or PenPoint) user with a GO Mail message.
- **ASCII Delimited** Use this format if you're exporting a Perspective document to a non-PenPoint user.
- **RTF File** Use this format if you're exporting to an application that specifies the format.
- **TIFF** Use this format if you're exporting an ink fax document.

If you install applications from other manufacturers on your EO, other import and export options may appear (for example, Lotus 1-2-3 spreadsheets).

To export a document

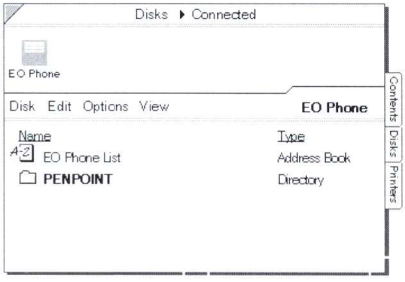
1. **Connect the EO to an external storage device, PCMCIA card, or PC and insert a disk in the device if appropriate.**

2. **Turn to the Notebook Table of Contents.**

3. **Tap Connections and open the Disks Connected page.**

4. **Tap the icon for the external device, and then choose Directory View from the View menu.**

Directory view of a connected disk



In Directory view you can see all documents (files) and directories that are available on the disk.

5. **To export a document, follow the guidelines in "Export tips," next.**

Export tips

To do this	Do this in Directory view
Copy a document to a PC and translate it to a different file format	In the Notebook Table of Contents, tap press the name of the document you want and drag the marqueed title to the Disks Connected page. When the Export dialog sheet appears, choose a format. You can rename the file or accept the name as is. With some applications, such as Personal Perspective, you may see additional export dialog sheets.
Make a copy and keep it in EO format	Choose PenPoint Document in the Export dialog sheet.
Rename a file when you convert it	Follow the PC convention for the name. Names must have eight or fewer characters and may have an extension of up to three characters. The extension usually indicates the file format.
See the contents of a directory or subdirectory (in Directory view)	Double tap the directory or subdirectory title.
Export a section or subsection (directory or subdirectory)	You cannot export sections and subsections. Only documents can be exported.

To import a document

1. **Connect the EO to an external storage device and insert a disk if appropriate.**
2. **Turn to the Notebook Table of Contents.**
3. **Tap Connections and open the Disks Connected page.**
4. **Tap the icon for the external storage device, and then choose Directory View from the View menu.**

5. **Tap press ⊥ the document icon you want to import and drag the marqueed icon into the Notebook Table of Contents.**
   The EO asks you to specify the application you want to use with the document. That is, you choose the EO application that you want to use to work with this document (for example, MiniText). With some applications, such as Personal Perspective, you may see additional import dialog sheets. Refer to section 8, "Personal Perspective," for more information.

6. **Choose a format.**
   Choose a document type that's available on the EO (for example, MiniText or MiniNote). If you're unsure what stationery to use, or if you want to leave the file in its original format, choose Placeholder.

   You will not be able to work with a Placeholder document until you choose an application for it. The first time you turn to the document, the EO will ask you to choose the appropriate application.

7. **Tap ⁉ Copy.**

Working with PC Files

Even though you may have applications of the same names installed on your EO and on a PC, you may not be able to edit EO files on the PC without a translation step. Similarly, files you create on the PC may need translation before you can work with them on the EO. Whether or not you can edit "intersystem" files depends on the applications you have available on your EO and on your PC.

Several text translators for frequently used PC applications are built into your EO:

You can import files created in Microsoft Word, WordPerfect, and ASCII text and work with these files in MiniText on the EO.

You can export MiniText documents in these formats for use on your PC. Microsoft Word and WordPerfect documents must be saved in RTF or Text format on your PC to be read on the EO.

To export and import PC files

1. **Export the EO document, following the steps in "To export a document," on page 221.**
   Or, if you're moving a document into your EO, follow the steps in "To import a document," on page 222.

2. **When you're asked to choose a format for the document you're exporting, tap ▼ the name of an application that you can use on your PC.**
   PC applications for which your EO can translate are listed at the beginning of this topic.

   Translation occurs when you copy or move a document from one device to the other, as described earlier in this topic.

Working with Macintosh Files

Although you can't directly import Macintosh files onto your EO, you can transfer files from the Macintosh. On the Macintosh side, you need Macintosh software that allows your Macintosh to recognize PC-DOS disks. On the EO side, you need a floppy disk drive or a connection to an IBM-compatible PC with a built-in floppy disk drive.

Products that will allow you to connect directly to a Macintosh from your EO are now being developed by other companies. For information, contact EO Technical Support.

To move a file from a Macintosh to the EO

1. **Install PC-DOS disk-recognition software on your Macintosh.**

2. **On the Macintosh, open the file you want to transfer and save it in PC-DOS format.**
   If the application you're using doesn't list PC-DOS format as an option, you can save the file as ASCII text (sometimes called Text Only).

3. **Insert a disk that you've formatted on the EO into the Macintosh floppy disk drive.**

4. **Copy the Macintosh file onto the floppy disk.**

5. **Remove the disk from the Macintosh and insert it into your EO floppy disk drive.**

6. **On the EO, open the Connections notebook and turn to the Disks Connected page.**

7. **Tap press the icon for the Macintosh file.**
   A double marquee appears, showing that the item is ready to copy.

8. **Drag the marqueed item to the EO Notebook.**
   In a few moments, the icon for the item you copied appears in the Table of Contents.

To move a file from the EO to a Macintosh

1. **Copy the EO file onto a floppy disk.**

2. **Insert the disk into the floppy disk drive on your Macintosh.**
   You need PC-DOS disk-recognition on the Macintosh side. Otherwise, the Macintosh rejects the disk as "not a Macintosh disk."

3. **Copy the EO file onto the Macintosh.**
   You can now open the file, using any application that can open a PC-DOS or ASCII text file.

Working with Macintosh Files on a Network

If your EO is connected to a **network** through a PC, you have access to any Macintosh that's connected to the network. You can simply drag a copy of a Macintosh file from a connected disk onto the EO.

> ***Save first*** *You must save a Macintosh document in PC-DOS or ASCII text format before you can open the file on the EO.*

For instructions on working with networked devices, see "Working with Disks on a Network," next.

Working with Disks on a Network

If you have a PC that's connected to a network, you can connect the EO to the network through the PC. You then have access to any network file server, printer, or storage device that's available to the PC. You can work with those devices as if they were directly attached to the EO.

To make a network connection through a PC, you use PenTOPS software, which comes with your EO. You can connect directly to the PC or through a modem. To learn how to use PenTOPS and connect your EO to a PC, refer to section 14, "PC Connections."

To connect to a disk on a network

1. **Connect the EO to the network.**
   For how-to instructions, refer to section 14, "PC Connections."

   Network required *You can connect to a disk on a network only if the PC itself is connected to a network.*

2. **Open the Connections notebook and turn to the Contents page.**

3. **Under Disks, tap ▼ Network View to see the names of disks that are available on the network.**
   You may need to wait 60 seconds. If the disk you want to access does not appear on the EO, check the setup on PenCentral or your PC. Make sure the floppy disk is mounted by choosing its name from the Volumes menu.

4. **Tap ▼ the Connected box next to the disk you want to use.**
   If you want to connect to this disk every time you connect to the network, tap ▼ Auto-Connect.

5. **If the network asks for a password, write your password and then tap Connect.**

6. **Tap the arrow next to Disks, and then tap Connected in the submenu.**
   You now see the Disks Connected page. The disk you chose appears as one of the icons at the top of the page. You can work with the networked disk the same way you work with an externally connected disk. Refer to "Making Backup Copies," on page 212, for instructions.

To disconnect a networked disk

1. **Open the Connections notebook and turn to the Disks Network View page.**

2. **Tap the check box in the Connect column to remove the check mark.**
   The connection ends. You can also switch the EO to Standby to end a connection.

To set network options

1. **Open the Connections notebook and turn to the Disks Network page.**

2. **Choose the name of the network from the Options menu on the Disks Network page.**
   You can enter or revise your user name, change your password, and set read and write permissions. Your network manager will probably have set network options for you.

Formatting Floppy Disks

If you're using an EO floppy disk drive for backup work, you'll need to format 3.5-inch disks so that they're ready to receive backup copies.

You can use a disk formatted for the EO in a PC-DOS disk drive or in any Macintosh equipped with a SuperDrive and PC access software. You will, however, need special software to work with EO files on a PC-DOS or Macintosh computer.

When you reformat a disk that you've used before, all information on the disk is erased. Before you reformat a disk, review the disk contents to be sure that you will not erase an important document.

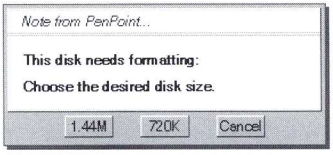
Check the Density *Make sure you use a disk of the proper density. Use only a high-density disk (1.44 MB).*

To format a blank disk

1. **Connect the EO to the external disk drive, and then insert the blank disk.**

2. **Open the Connections notebook.**
   A note tells you that the disk is not formatted and asks you to confirm that you want to format the disk.

Choosing a size

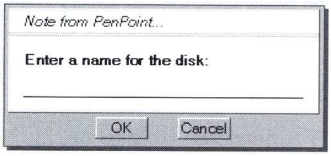


3. **Tap 1.44MB.**
   When you choose a size, the EO asks you to confirm your intention to format the disk.

4. **Tap OK.**

5. **When asked, write a name for the disk.**

Naming the disk



The name can be up to 11 characters long. You can use the letters A through Z, the numbers 0 through 9, and the following special characters: underline, caret, dollar sign, tilde, exclamation point, number sign (not available in all countries), percent sign, ampersand, hyphen, braces, parentheses, at sign (@), apostrophe, and grave accent.

6. **Tap OK.**
A message informs you that formatting is in progress. When formatting is complete, the note disappears. The icon for the newly formatted disk will now appear in the Connections notebook.

To format a disk you've used before

1. **Tap the Connections notebook and turn to the Disks Connected page.**

2. **Tap the icon for the disk you want to reformat.**

3. **Choose Format from the Disk menu.**
Remember, *formatting erases everything stored on the disk.*

4. **Tap 1.44 MB and follow the on-screen messages to rename and format the disk.**
You don't have to change the name, but you can if you wish.

To turn off write protection

If you're using a 3.5-inch disk and you see a notice that you cannot change something because the disk is write protected, you need to turn off write protection.

1. **Eject the 3.5-inch disk.**

2. **Push up the tab in the upper right side of the disk (cover the hole with the tab).**
   With the hole covered, you can change anything on the disk. With the hole open, the disk is protected.

To perform other disk-related tasks

1. **Place the disk in the disk drive.**

2. **Tap the Connections notebook and turn to the Disks Connected page.**

3. **Follow the guidelines in "Disk management tips," next.**

Disk management tips

To do this	Do this in the Disks Connected page
Duplicate a 3.5-inch disk	With the disk you want to duplicate in the disk drive, choose Duplicate from the Disk menu of the original disk. When asked for the destination disk, insert the new disk. Tap OK and follow the on-screen instructions.
Create a directory on a disk	Tap the disk icon to display its contents, and then choose Directory view from the View menu. Choose Create Directory from the Edit menu. You can rename the directory if you wish.
Create a subdirectory	Select a file at the level at which you want a subdirectory. Then choose Create Directory from the Edit menu.

To do this	Do this in the Disks Connected page
Rename a disk	Draw a circle ↺ on the name to open the editing pad, and then change the name.
Rename a document, file, or directory	Draw a circle ↺ on the name to open the editing pad, and then change the name.
Delete a document from a disk	If the document is on the disk's Bookshelf, choose Bookshelf view from the View menu. Otherwise, choose Directory view. Then draw a cross-out ✕ on the name of the file. Tap Delete when asked to confirm, or tap Cancel if you change your mind.
Determine the memory available on a disk	Draw a check ✓ on the disk icon to open the disk's option sheet.
Convert a disk so that it automatically installs any software it contains when you insert the disk	Draw a check ✓ on the icon of the disk you want to convert. When the Quick Installer list appears, choose Yes. Then, from the Initial View pop-up list, choose the category of software you want to display when you first see the installation note. For example, if your disk stores the fonts you sometimes use, choose Fonts as the Initial view.

Software and Hardware Installation

This section gives step-by-step instructions for adding new software to the EO, updating your system software, installing new cards, and connecting a VGA monitor.

This section assumes that you've worked through *Getting Started with Your EO Personal Communicator* on the EO.

About Applications

Applications are programs you use to do specialized work such as addressing and sending mail, writing, or managing information. Your EO 440/880 comes with several applications, such as GO Mail, GO Fax, Personal Perspective, and EO Calc. These applications are based on PenPoint (the operating system for your EO Personal Communicator). You can buy and add new PenPoint applications as they become available.

Applications are usually delivered on 3.5-inch floppy disks. You can install them by using an EO floppy disk drive or by using a floppy disk drive on a PC that's connected to your EO. For information, refer to "Making Backup Copies," in section 12.

Check compatibility and memory *Make sure that any application you buy is compatible with the EO Personal Communicator. Not all PenPoint applications work with EO products. Also, make sure you have enough working and storage space to use the new application. For information, refer to "Managing Memory," in section 1.*

Installing an Application Automatically

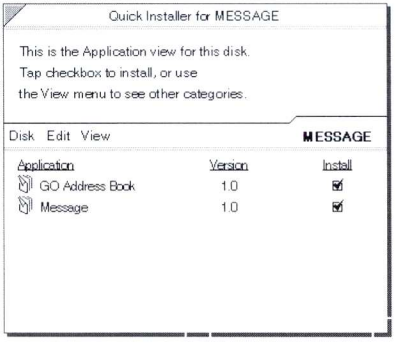
Most applications are installed automatically when you insert a disk in a connected disk drive and open the Connections notebook. As a routine practice, you should make a backup copy of the disk before you install an application on the EO.

Other types of software, such as fonts and dictionaries, are installed with the same procedure you use for applications.

To install an application

1. **Set up the connection you need:**
   - **EO disk drive** Connect the disk drive cable to the printer port on the EO. Refer to "Connecting an EO Floppy Disk Drive," on page 249, for instructions.
   - **Floppy disk drive on a PC** Set up a connection with the PC. For instructions, refer to section 14, "PC Connections."
2. **Insert the application disk into the disk drive.**
3. **On the EO, open Accessories and then open the Connections notebook.**
   If Connections is already open, close it and reopen it.

   You see a page that lists the disk contents and gives instructions on what to do. If you don't see the instructions, refer to "Installing an Application by Hand," on page 238.



4. **Follow the instructions on the screen for each item you want to install.**
   The busy clock lets you know the installation is in progress.

5. **When the busy clock disappears, tap the close corner on the installation page.**

6. **Tap the close corner to close the Disks Connected page.**

7. **Remove the disk from the disk drive and store it in a safe place.**
   The new software will now be listed in the Settings notebook, and the Create menu lists any new documents associated with the application.

Updating System Software and Applications

When updates for the EO system software and applications become available, they will be included on the Utilities floppy disk. You will also be able to obtain updates through AT&T Mail.

Advanced users *EO updates can determine from your current ROM and file information which patches are applicable to which ROMs. Patches are contained in a single update document. A current update is not dependent on your having installed previous patches.*

To update software from a disk

1. **Using the Utilities floppy disk, follow the steps in "Installing an Application Automatically," on page 234.**
   If the label for your Utilities disk says "Includes EO software updates," then you should install the software included on the floppy disk for best performance.

   When you insert the disk and connect to the disk drive, on-screen instructions guide you through the installation process.

To update EO software by phone

1. **Connect the EO to a phone line or open a cellular connection.**

2. **Connect to AT&T Mail.**
   While you are connected, AT&T Mail transfers ("downloads") the updated software to your EO Inbox. Any e-mail or faxes waiting for you at AT&T Mail are also transferred to the Inbox.

Updates through AT&T Mail are regular e-mail messages, but with an update file attached. The message to which an update is attached will provide instructions on how to install the update.

> ***About costs*** *Each EO update will be transmitted free of charge, one time only. Standard messaging charges apply for a second or subsequent copy of the update.*

3. **When the session is complete, tap the Inbox icon to open the Inbox notebook.**
   The new software appears as a GO Mail message in the Inbox.

4. **Tap the update message icon.**
   The message opens. The body of the message describes the update and any new features.

5. **After you've read the message, tap Attachment.**
   The EO automatically installs the software, removing outdated versions and replacing them with the current versions.

   After installation, you may want to make a backup copy of the message and attachment, in case you later need to reinstall the update.

Installing an Application by Hand

Some software for the EO cannot be installed automatically, but requires a few manual steps.

The steps that follow apply to all types of software, including applications, fonts, dictionaries, and services such as printer drivers.

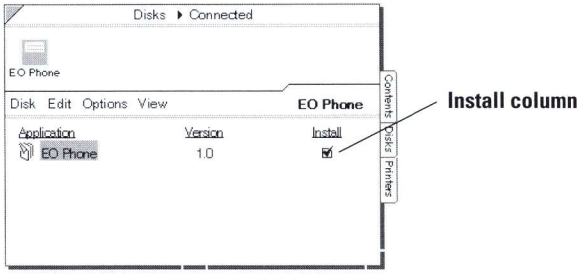
To install an application by hand

1. **Set up the connection you need:**
   - **EO disk drive** Connect the disk drive cable to the printer port on the EO. Refer to "Connecting an EO Floppy Disk Drive," on page 249, for instructions.
   - **Floppy disk drive on a PC** Set up a connection with the PC. For instructions, refer to section 14, "PC Connections."
2. **Insert the application disk into the disk drive.**
3. **On the EO, open the Connections notebook.**
   If Connections is already open, close it and reopen it.

   The Disks Connected page shows an icon for the disk in the external drive.
4. **To see what the disk contains, tap the disk icon.**
   You may see "Empty Bookshelf." This doesn't mean that the disk is empty.
5. **Tap the View menu to open its submenu.**
   You see a list of types of software. For details, refer to "Tips on the View menu," on page 239.
6. **In the menu, tap the type of software you plan to install.**

7. **In the list that appears, tap the check box in the Install column next to the software you plan to install (an application, a dictionary, a font, and so on).**

Installing by hand



When you tap in the Install column, the EO copies the software. A message shows you the status.

8. **When the process if complete, tap the close corner to close the Disks Connected page.**

Tips on the View menu

This command on the View menu	Represents this type of software
Directory	A container for documents and applications.
Applications	Software packages that add special capabilities to the EO, such as financial management.
Services	Software the EO uses to communicate with printers, fax devices, modems, and electronic mail services.
Handwriting	Software you "train" to recognize the particular way you print letters on the EO screen.
Dictionaries	The dictionaries the EO uses to check spelling.
Fonts	Typefaces the EO uses to display text in a document, both on the screen and when you print.

This command on the View menu	Represents this type of software
User Profiles	Preferences you set in the Settings notebook for a particular user (for example, screen orientation or the type of writing pad). By installing different user profiles, you can adapt your EO to different user preferences.
Bookshelf	Area that shows notebooks and documents that are at the first level of directory structure.

Removing an Application

You can free up storage space in the EO by removing applications, fonts, or other software that you don't plan to use.

To remove software

1. **Open the Settings notebook and turn to the page that contains the software you want to remove.**
   For example, turn to Applications to remove an application.

2. **Draw a cross-out gesture ╳ on the name of the software.**
   A message asks you to confirm your intention. As a safety measure, the message also tells you how many documents use the application.

3. **Tap Deinstall to remove the software, or tap Cancel if you change your mind.**
   You won't be able to open documents that use the deinstalled application until you reinstall the application.

Checking the Size of Applications

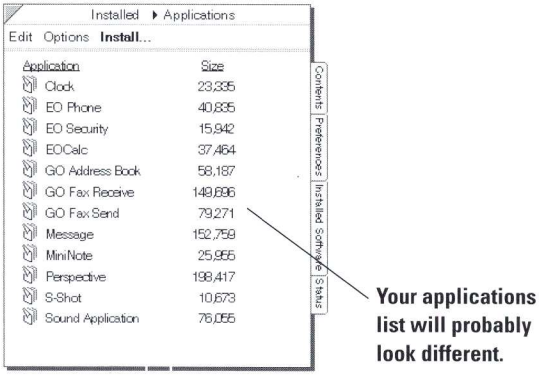
You can check the size of applications to determine how much memory each application requires.

To check the size

1. **Tap the Settings notebook on the Bookshelf.**
   You see the Settings table of contents.

2. **In the Installed Software section, tap the box next to Applications.**
   A list appears, showing all applications that are currently installed in the EO. (MiniText is installed, but doesn't appear here.) The Size column tells how much memory each application uses.

Applications in the EO and their size



You can also view application and software sizes in Connections.

3. **To see another category of software, such as Writing Preferences, tap the Contents tab on the Settings notebook and choose another category.**
   You can also use the pop-up list in the title line to turn to other pages.

4. **To close Settings, tap the close corner.**

Installing a New Memory Card (RAM)

As you install new applications and create new documents, you may need to expand the working storage (RAM) in your EO. The EO was designed for expansion, so you can add or exchange memory cards to get the amount of memory you need.

If you have only 4MB of memory in your EO, GO Mail, GO Fax, and EO Sound will not work. If you add 4 or 8MB of memory, these applications will reappear.

If your EO has 4 megabytes of memory, you can add a 4 or 8MB card. If your EO has 8 megabytes of memory, 4MB are built in and 4 are in a card in the RAM slot. You can replace the 4MB card with an 8MB card, giving you a total of 12MB.

> ***Warning*** *Before you install a new memory card, you need to shut down your EO completely. Unless you have an internal hard disk installed, all data that you've entered in the EO will be lost. You need to back up your Notebook before you install the new card. For information, refer to "Backing Up Everything," in section 12.*

To install a new memory card

1. **Back up your Notebook and any other documents on a floppy disk drive, PC hard disk, PCMCIA card, or SCSI disk (EO 880 only).**

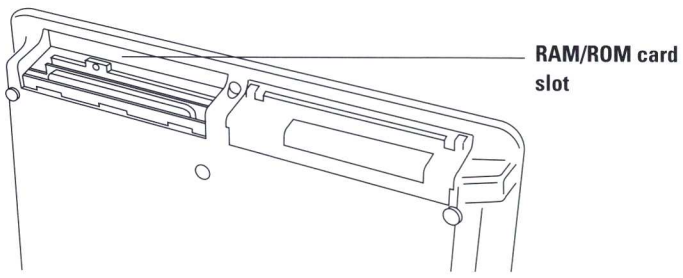
2. **Press the On/Standby button to put the EO into Standby state.**

3. **Unplug the power adapter from the EO.**

4. **Remove the main battery and the backup batteries.**
   Removing the batteries puts the EO into Shutdown state. If you have a hard disk, you can use the Shutdown button in Settings (Preferences).

5. **Remove the cover from the card slot by unscrewing the small Phillips-head screw that holds the RAM/ROM door closed.**

Removing the cover

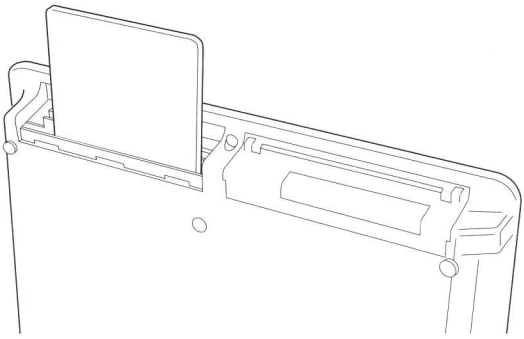


6. **Pull off the card compartment door.**
   You see two card sockets below. The RAM socket is on the bottom, farthest from the screen.

   - **New card** If you're installing a new 4-megabyte card, the socket is empty.
   - **Replacement card** If you're replacing a 4-megabyte card, you see the card, with a piece of tape protruding from the card. Grasp the tape and gently but firmly pull the card straight out.

7. **Hold the new card label-side up and push the card into the socket.**

Inserting the card



8. **Replace the card compartment door and screw.**

9. **Replace the batteries, switch the EO on by pressing the On/Standby button, and wait for the EO to restart.**
   Restarting takes several minutes.

10. **When you see the Notebook, restore your backup documents to the EO.**
    For instructions, refer to "Restoring Backups," in section 12.

Installing a New ROM Card

From time to time EO, Inc., may provide updates to system software and built-in applications. Some of these updates may come in the form of ROM cards. Read-only memory (ROM) contains the EO operating system and built-in services and applications.

Warning *Before you install a new ROM card, you need to shut down your EO completely. All data that you've entered in the EO will be lost. You need to back up all your documents and the ProfileBook before you install the new card. For information, refer to "Backing Up Everything," in section 12.*

To install a new ROM Card

1. **Back up the Notebook and all your documents on a floppy disk drive, PC hard disk, PCMCIA card, or SCSI disk (EO 880 only).**

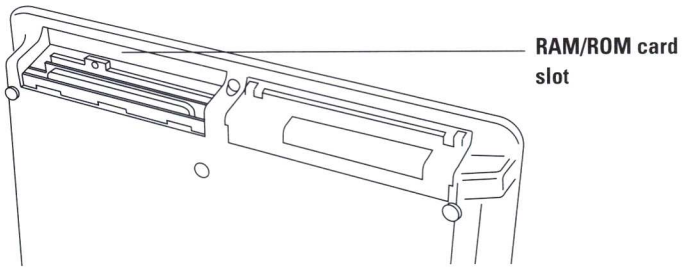
2. **Press the On/Standby button to put the EO into Standby state.**

3. **Unplug the power adapter from the EO.**

4. **Remove the main battery and the backup batteries.**
   Removing the batteries puts the EO into Shutdown state. If you have a hard disk, you can use the Shutdown button in Settings (Preferences).

5. **Remove the cover from the card slot by unscrewing the small Phillips-head screw that holds the RAM/ROM door closed.**

Removing the cover

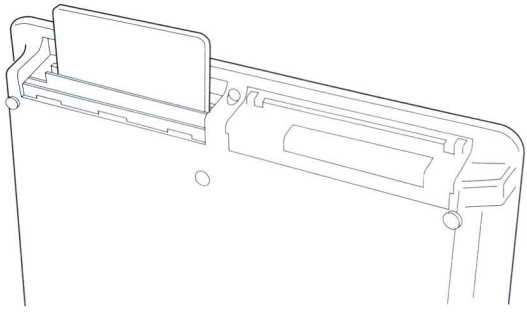


6. **Pull off the card compartment door.**
   You see the two card sockets below. The ROM socket is on the top, closest to the screen.

7. **Remove the old ROM card by grasping the tape and gently pulling straight out.**

8. **Hold the new ROM card label-side up and push the card into the socket.**

Inserting the card



9. **Replace the card compartment door and screw.**

10. **Replace the batteries, switch the EO on by pressing the On/Standby button, and wait for the EO to restart.**
    Restarting takes several minutes.

11. **When you see the Notebook, restore your backup documents to the EO.**
    For instructions, refer to "Restoring Backups," in section 12.

Installing a PCMCIA Card

A PCMCIA card can greatly expand the storage capacity and functionality of your EO Personal Communicator. The EO 440 accepts one PCMCIA card. The EO 880 accepts two.

There are several different types of PCMCIA cards:

- **Silicon disk cards** SunDisk™ silicon disk cards are available in many sizes (for example, 2.5, 5, 10, or 20 megabytes). These cards act essentially like giant floppy disks.
- **Flash memory cards** Flash memory cards are available in many sizes. Currently, the EO can only read from these cards; it cannot write to them.
- **SRAM cards** SRAM (static RAM) cards are similar to flash memory cards, but the EO can both read from and write to them. Although they work faster than flash memory cards, SRAM cards hold less information and are generally more expensive.
- **Networking cards** Networking cards for the EO should be available in late 1993. These cards will allow you to connect your EO to Ethernet, Token Ring, and other networks. If you buy a networking card, make sure it has a driver for the EO Personal Communicator. Contact EO Technical Support for information.

To install a PCMCIA card

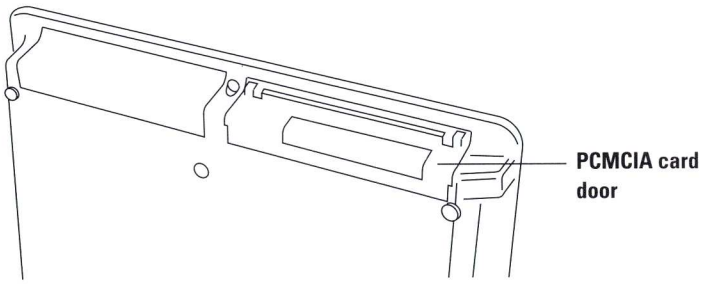
1. **If you're replacing a PCMCIA card that's already installed, first follow the steps in "To remove a PCMCIA card," next.**

2. **Press the On/Standby button to switch the EO to Standby.**

   Warning *You must switch to Standby or all the data in your EO may be lost.*

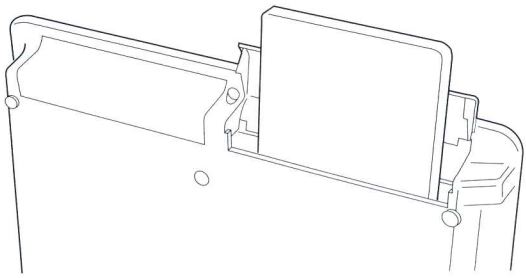
3. **Open the PCMCIA door by pulling it open from the bottom.**
   The door is hinged and swings up.

Removing the cover



4. **Hold the new PCMCIA card label-side up and push the card into the socket.**
   On the EO 880, there are two slots. You can insert the card into either one.

Inserting the card



5. **Close the card compartment door.**

6. **Switch the EO on by pressing the On/Standby button.**

To remove a PCMCIA card

1. **Close any notebooks that are on the PCMCIA card you're about to remove.**

2. **Press the On/Standby button to switch the EO to Standby.**

Warning *You must switch to Standby or all the data in your EO may be lost.*

3. **Open the PCMCIA door by pulling it open from the bottom.**
   The door is hinged and swings up.

4. **Press the card ejection button next to the PCMCIA card that you want to remove.**
   On the EO 440, the button is on the left side of the card compartment. On the EO 880, there are two buttons, one for each card. These buttons are on the right side of the card compartment.

5. **Close the card compartment door.**

6. **Switch the EO on by pressing the On/Standby button.**

Connecting an EO Floppy Disk Drive

You can attach an EO floppy disk drive to your EO. A floppy disk drive is convenient for backing up documents, swapping documents with other EO users, and installing new applications.

For information on purchasing EO floppy disk drives, contact your EO dealer or sales representative.

To connect an EO floppy disk drive

1. **Switch the EO to Standby by pressing the On/Standby button.**

2. **Connect the EO floppy disk drive to a power source.**

3. **Connect one end of the disk drive cable to the disk drive and the other end to the printer port on the EO.**

4. **Switch on the drive.**
   The disk drive is now ready to use. You may want to format a few disks so that they're ready for backup copies of your work. For instructions on formatting a disk, see "Formatting Floppy Disks," in section 12.

Connecting a SCSI Hard Disk Drive (EO 880)

You can connect a SCSI II hard disk drive to the EO 880 (the EO 440 does not have a SCSI port). A hard disk drive provides both speed and large storage capacity. Making backups is fast, and you have more room to store your EO documents.

You'll need a SCSI II-to-Centronics 50 cable to connect to most SCSI drives. Consult EO Customer Support for information.

1. **Switch the EO to Standby state by pressing the On/Standby button.**

2. **Connect the hard disk drive to a power source.**
   Refer to the manual that came with the disk drive for any special instructions.

3. **Connect one end of the disk drive cable to the disk drive and the other end to the SCSI port on the EO.**

4. **Switch on the disk drive.**

5. **Switch the EO to On by pressing the On/Standby button.**

6. **Open the Connections notebook and, if necessary, turn to the Disks Connected page.**
   A short series of message appears, asking you for the size of the disk and a name.

7. **Respond to the messages, tapping OK at each step.**
   When formatting is complete, the hard disk is ready for use.

To use a hard disk drive for backups

Refer to section 12, "Backups and Copies."

Connecting a Keyboard

When you need to write a long report or letter, you may wish to attach a mechanical keyboard to your EO. Your EO works with most PC-AT and PS/2 keyboards.

The EO keyboard port requires a PS/2-type connector. If you have an AT-style keyboard, you can buy an inexpensive PS/2 keyboard adapter (6-pin mini-DIN male, to 5-pin DIN female) at an electronics or computer specialty store.

To connect a keyboard

1. **Switch the EO to Standby by pressing the On/Standby button.**

2. **Plug the keyboard cable into the Keyboard port on the EO.**

3. **Switch the EO on.**

4. **On the EO, open the Settings notebook**

5. **Under Preferences, tap Pen.**
   You see the Pen page.

6. **Under Primary Input, tap Keyboard.**
   You can use a keyboard even without changing this setting. This setting simply makes it easier to select an insertion point for typing.

Connecting a Cellular Telephone

The optional EO Cellular Module attaches to the back of the EO Personal Communicator. A Cellular Module gives you complete mobility because you can send and receive e-mail and faxes wirelessly, from virtually anywhere.

For complete instructions on connecting and using the Cellular Module, refer to *Connecting with Your EO Cellular Module*, the guide that comes with the phone. For information on purchasing an EO Cellular Module, contact your EO dealer or sales representative.

Connecting a VGA Monitor (EO 880)

You can connect a VGA monitor to the EO 880 (the EO 440 does not have a VGA port). When you do, the Notebook and other on-screen elements appear both on the EO screen and on the monitor.

To connect a VGA monitor

1. **Switch the EO to Standby by pressing the On/Standby button.**

2. **Connect the monitor to a power source.**

3. **Connect the monitor cable to the VGA port on the EO.**

4. **Switch the EO to On by pressing the On/Standby button.**

5. **Switch on the monitor.**
   In a moment the notebook and other elements on the EO screen appear on the VGA monitor. The monitor shows any changes you make on the EO screen.

   Possible screen flicker *When a VGA monitor is attached, the screen of your EO 880 may flicker a small amount. This is because the EO screen is now running at a slower rate to stay in sync with the VGA monitor.*

PC Connections

This section gives step-by-step instructions for setting up a connection between your EO and a PC.

This section assumes that you know how to use your PC and how to use basic DOS commands to change directories, copy a file, and so on. It also assumes that you are familiar with the various ports on your PC and that you know how to connect cables to them.

About Connecting Your EO to a PC

You can connect your EO to a PC so that you can use disk drives attached to the PC for document storage. You can also use a compatible printer that's connected to the PC to print documents from your EO.

To connect your EO to a PC, you need software on the PC that can "recognize" the EO. The EO comes with PenCentral software, which must be installed on the PC for PC-to-EO connections.

You can move files back and forth

Once you're connected, you can move files that were created on the PC over to the EO to read or edit. Similarly, you can copy files created or edited on the EO over to the PC and work on them in many DOS or Windows applications. For information, refer to "Working with PC Files," in section 12.

What you can do on the EO

Working on the EO, you can transfer files to and from the PC. This gives you the option of storing backups on the PC or on disks connected to it. You can also store large documents or applications that you don't use very often and transfer files for processing by DOS applications. You can use any floppy disk

drive that's built into the PC as though it were connected directly to your EO.

You can print documents through the PC and work with software from disk drives connected to the PC.

What you can do on the PC

Working on the PC, you can reconfigure or customize the PenCentral software. For example, you can change the port configuration and rename volumes. You can also manage printing from the PC, using a printer that is connected on the PC end.

You cannot use the PC to copy or move files to or from the EO. You cannot use a printer or other external device that is connected to the EO, and you cannot use the PC to work with files that reside on the EO.

What You Need

To connect the EO to a PC or PS/2 computer, you need the following software and hardware:

- For the PC, PenCentral software from SunSelect Corporation, included on the Utilities disk in the EO box. You must install this software on the PC the first time you use it.
- For the EO, PenTOPS software from SunSelect Corporation. The EO comes with this software built in.
- An IBM PC, XT, AT, PS/2, or compatible computer with at least 512K of memory. If you use PenCentral with OS/2 version 2.0, you must use PenCentral in the Virtual DOS Machine (VDM).
- One PC Connection cable, included with the EO.

Connecting the PC and the EO

You can connect your EO to a PC by way of a direct cable connection or by way of a modem. *Before you can use either type of connection, you need to install and open PenCentral connectivity software on the PC.* Refer to "Installing PenCentral on the PC," next.

To connect with cables

1. **Switch the EO to Standby by pressing the On/Standby button.**
2. **Switch the PC off.**
3. **Connect one end of the cable to the PC port on the EO.**
4. **Connect the other end of the cable to serial port 1 on the PC.**
   You may need to use a serial port adapter, depending on the PC.

To connect with a modem

1. **Switch the EO to Standby by pressing the On/Standby button.**
2. **Connect the PC to a modem and set up the PC to answer incoming calls.**
   Refer to your PC and modem manuals for information.
3. **Connect the EO to a phone line (or use the EO Cellular Module) and dial the PC directly.**

Installing PenCentral on the PC

The PenCentral software you need to install on your PC is included on the Utilities disk in your Accessory Kit.

You install PenCentral by running the PenCentral installation program (INSTALL.EXE) on the hard disk. The PenCentral application and related files will occupy about 700K of space on the hard disk.

PenCentral may be incompatible with some TSR/network drivers. For information, consult EO Customer Support.

To install PenCentral

1. **Make a backup copy of the PenCentral disk and store the original.**

2. **Insert the Utilities disk into drive A on the PC.**

3. **At the system prompt (A\>), type**

   ```
   A:>INSTALL
   ```

   and press Enter.

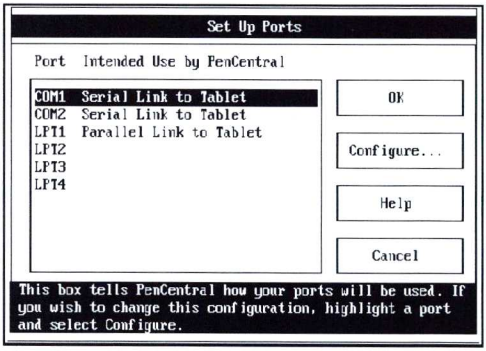
   You may see a message that asks you to increase the number of buffers or files specified in the PC's CONFIG.SYS file. You can choose to have these values automatically changed, or you can edit the CONFIG.SYS file to make buffers = 20 (or greater) and files = 30 (or greater). If you choose the automatic change, remove the PenCentral disk from drive A before you make the change.

4. **Choose the drive and directory in which you want to store PenCentral files.**
   The default directory is C:\PCENTRAL. If the drive you select does not have enough space for installation, switch to another

drive. The Begin button is active only when sufficient space is available.

5. **Select Begin.**
   The installation proceeds. When the process is complete, you see the Set Up Ports screen. Your EO is referred to as a "tablet" in this screen.

Set Up Ports


Set Up Ports
Port Intended Use by PenCentral
COM1 Serial Link to Tablet
COM2 Serial Link to Tablet
LPT1 Parallel Link to Tablet
LPT2
LPT3
LPT4
OK
Configure...
Help
Cancel
This box tells PenCentral how your ports will be used. If you wish to change this configuration, highlight a port and select Configure.

Special conditions *If you plan to use printers attached to the PC, if you plan to connect to the EO through a modem, or if you have a mouse connected to one of the PC ports, you need to change the port settings. Go to "Configuring PenCentral," next.*

6. **Select OK if you decide to accept the default port settings.**
   The PenCentral screen appears with a status message, "Ready to accept active connection."

Configuring PenCentral

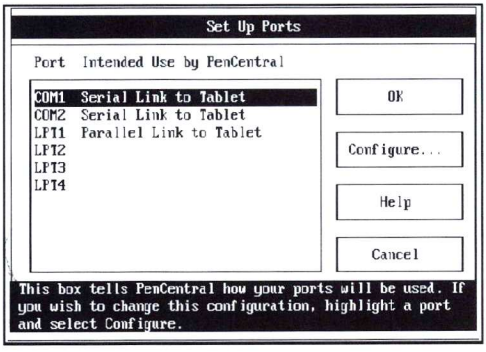
If you need to change the port settings, follow the steps given here. You need to set up the port configuration only once.

The Set Up Ports screen that appears at the end of installation shows the PenCentral default configuration. "Tablet" refers to the EO.

To change the port configuration

1. **Select the port whose configuration you wish to change.**

Set Up Ports


Set Up Ports
Port Intended Use by PenCentral
COM1 Serial Link to Tablet
COM2 Serial Link to Tablet
LPT1 Parallel Link to Tablet
LPT2
LPT3
LPT4
OK
Configure...
Help
Cancel
This box tells PenCentral how your ports will be used. If you wish to change this configuration, highlight a port and select Configure.

2. **Select the Configure button.**
   You see a dialog box for the selected port. Available options are described in "Port configuration options," next.

3. **Select a configuration, and then select OK to return to the Set Up Ports dialog box.**
   If you select Shared Printer, the Options button becomes available. Skip to "To configure a printer," on page 261.

4. **Select OK to close the Set Up Ports dialog box.**
   The main PenCentral screen appears with a status message, "Ready to accept active connection."

Port configuration options

Option	Action
Serial Link to Tablet	Connects the EO to a COM port with a serial cable.
Parallel Link to Tablet	Connects the PC with a parallel cable. This option is not available on the EO.
Modem Link to Tablet	Connects the EO to a COM port through a modem (PenCentral assumes your modem is Hayes compatible).
Shared Printer	Connects the PC to a printer that you want to make available to the EO.
None of the above	Represents any port that PenCentral cannot use. For example, if you have a mouse connected to a COM port, you cannot use that port to connect the EO.

To configure a printer

1. **In the Set Up Ports screen, select the port whose configuration you want to change and select Configure.**

2. **In the Configuration for Port screen, select Shared Printer.**

3. **Select the Options button.**
   You see a Printer Options dialog box.

4. **Change the printer name, if you wish.**
   The name will appear in the Printers Connected page of the EO Notebook.

5. **Specify a Local or Network setting, depending on whether the printer is attached to the PC (local) or available through a network.**

6. **Select OK to return to the Set Up Ports screen and again select OK.**
   The main PenCentral screen appears with the status message, "Ready to accept active connection."

Starting PenCentral on the PC

If you've just completed the PenCentral software installation, you see the ready message. If you're returning to PenCentral, follow the instructions given here.

To start PenCentral

1. **At the command prompt, type the following to switch to the PenCentral directory**

   ```
   cd c:\pcentral
   ```

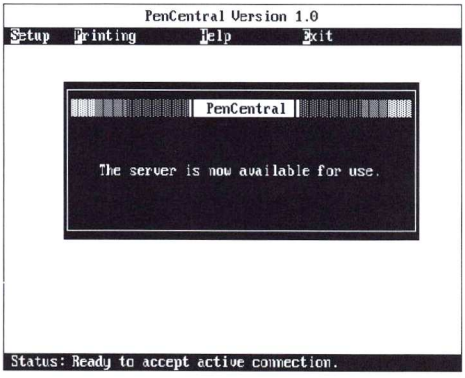
   and press Enter.

2. **Type**

   ```
   pcentral
   ```

   and press Enter.
   You see the main PenCentral screen, with a ready message.

PC ready for use


PenCentral Version 1.0
Setup Printing Help Exit
PenCentral
The server is now available for use.
Status: Ready to accept active connection.

Working from the EO

With PenCentral installed on the PC, you can work with documents and applications that reside on the PC as if they were in the EO. You use the Connections notebook to view the contents of disks and choose the documents or applications with which you want to work.

To work with disks attached to the PC

1. **Make sure the PC is connected by cable to the PC (serial) port of the EO.**

2. **With the EO and the PC connected, open the Connections notebook and turn to the Disks Network View page.**
   It may take up to 60 seconds for the list to appear the first time.

   Disks that are available on the PC are listed on the page. (The EO-to-PC connection is a local network.)

3. **Next to the disk you want to use, tap ☐ Connected.**

4. **If you want to connect to this disk automatically each time you connect the EO and the PC, tap ☐ Auto Connect.**

5. **Choose Connected from the View menu.**
   The icon of the disk you connected appears.

6. **To open the disk, tap the disk name.**
   You can now open documents and applications and work with them on the EO screen.

> ***Warning*** *Do not unplug the PC connection cable while you are moving files to or from your EO. This could cause your EO to freeze up.*

To check access permissions

1. **With the EO and the PC connected, open the Connections notebook and turn to the Disks Network View page.**
   Disks that are available on the PC are listed on the page.

2. **Draw a check ✓ on the name of the disk whose access permissions you want to check.**
   You see an option sheet called Connections PC Server.

3. **In the Read Only line, notice the setting (Yes or No).**
   - **Yes** means that you can open any documents on the disk, but you cannot modify the documents or add new documents to the disk.
   - **No** means that you can open, modify, and add documents.

4. **Tap the close corner to close the sheet.**

To set up the PC printer in the EO

1. **With the EO and the PC connected, open the Connections notebook and turn to the Printers Network View page.**

2. **Tap the check box for the printer you want to use.**
   Tap Auto Connect if you want to connect to this printer every time you connect the EO to the PC.

3. **Tap the close corner to close the page.**

To print

1. **Open Connections and turn to the Printers Connected page.**
   You see the name of the PC printer.

2. **If you want to print now, tap the Enabled box next to the PC printer's name.**
   If you want to send documents to the Outbox and print them later, do not check Enabled.

3. **Open the document you want to print, and then choose Print from the Document menu.**
   If you enabled the printer, the PC printer prints the document. If you are sending documents to the Outbox, the documents will be printed as soon as you enable the printer.

Disconnecting

When you're ready to end an EO-to-PC connection, follow these steps.

To close PenCentral and disconnect

1. **Check the PenCentral activity status line on the PC to make sure that there is no activity.**
   The status line should read "Ready to accept active connection." If you try to disconnect while an activity is underway, PenCentral will ask if you want to disconnect the EO.

2. **Choose Exit when the activity status line shows no activity.**

3. **Disconnect the cable from the PC port on the EO.**

Using PenTOPS Modem

When you're away from your desk and cannot physically connect your EO to your PC by way of a cable, you can use the PenTOPS Modem application to connect by way of a modem. You can connect over standard phone lines or even connect wirelessly, using the EO Cellular Module. File transfer is significantly slower than when you connect directly with a cable, but you may find a modem connection convenient when you're traveling.

Before you can connect *Before you can connect by modem, PenCentral must be open on the PC and in "ready for connection" status. A modem must be attached to the PC and PenCentral must be set up to use the modem. You need to set the port configuration to "Modem link to tablet." For instructions, refer to "Configuring PenCentral," on page 260, and to "Starting PenCentral on the PC," on page 262.*

To set up the EO for a PenTOPS connection

1. **Connect the EO phone line to the phone port on your EO.**
   Make sure the beaded end of the phone cord (the end with the "bump") is nearest the EO.

   EO Cellular Module *If you're using an EO Cellular Module, you don't need to connect a phone line.*

2. **Connect the other end of the line to the phone jack on the wall.**

To use PenTOPS Modem

1. **Open Accessories and tap PenTOPS Modem.**
   You see the main PenTOPS Modem sheet.

2. **Tap Connection on the menu line.**
   The Connection sheet opens.

3. **Tap a Modem option:**

   - **Phone line** if you're connecting by way of a standard phone line.
   - **Wireless** if you're using the EO Cellular Module.

   A check mark (tick) shows which option is selected.

4. **Tap the appropriate dialing type for your modem (Tone or Pulse).**
   Most phone systems in North America use Tone dialing, so you should not need to change this setting to Pulse.

5. **Write the access number for your PC in the Number line.**
   If you need to dial an outside line, write the number ahead of the phone number. Pen TOPS doesn't refer to the Dialing Location sheet or settings used elsewhere on the EO, so you need to include the entire phone dialing sequence, including area code, in the telephone number field. You don't need to insert a comma for a pause.

6. **When the options are as you want them, tap Dial.**
   The application dials through the modem and connects you with your PC. Progress messages show the status of the process. The connection may take a few minutes.

   When the connection is complete, the Dial Button changes to a Hang Up button. Your EO is now connected to the PC via modem, and you can use PenTOPS as though you were

connected directly by cable. For instructions, refer to "Working from the EO," on page 263.

Allow plenty of time *Response time over a modem will seem very slow. A direct connection works much faster.*

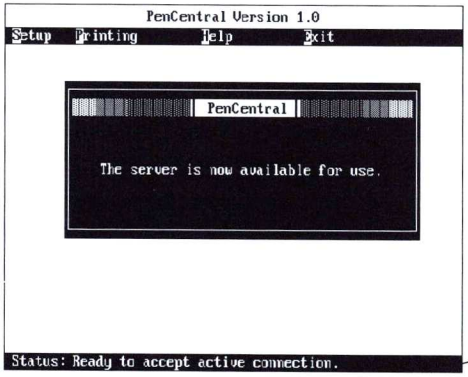
PenTOPS Modem tips

To do this	Do this
Speed up response time	Delete unnecessary files from the root directory (usually "C:\") of your PC. A cluttered root directory slows down PenTOPS access.
Increase or decrease the modem's speaker volume	Choose Modem Settings from the Options menu. Then tap a new setting in the Modem Speaker pop-up list.
Switch the modem speaker off or on	Choose Modem Settings from the Options menu. Then tap a new option in the Modem Speaker pop-up list.
Change the way busy and dial tones are managed	Choose Modem Settings from the Options menu. Then tap a new option in the Tone Detection pop-up list.

PenCentral: Additional Information

The PenCentral screen provides an activity status line that shows what PenCentral is doing. For example, if the EO is attached to the COM1 port and you are printing a document on the PC printer, the status line will read "Active Connection on COM1."

PenCentral screen



Since you will be working entirely from the EO during connection, this screen is available on the PC until you disconnect.

You can use the menus on the PenCentral screen to reconfigure the software while connected, manage printer activity, and open PenCentral Help.

To reconfigure a port

1. **From the main PenCentral screen, choose Ports from the Setup menu to open the Set Up Ports dialog box.**

2. **Follow the steps in "To change the port configuration," on page 260.**

To reconfigure a printer

From the main PenCentral screen, choose Ports from the Setup menu to open the Set Up Ports dialog box.
Follow the steps in "To configure a printer," on page 261.

To view available volumes or change a volume name

1. **From the main PenCentral screen, choose Volumes from the Setup menu to open the Set Up Volume Names dialog box.**
   The dialog box lists the volumes that are available to the EO.

2. **To change a volume name, select the name and type over it.**

To open PenCentral Help

1. **From the main PenCentral screen, choose Help to open a submenu.**

2. **Choose a topic.**

3. **Press Esc to leave the help topic.**

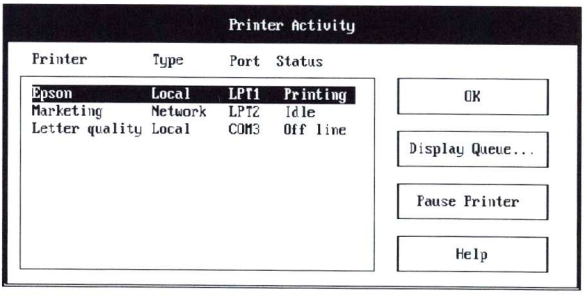
To access a floppy disk on your PC

If you find you cannot access a disk in the floppy disk drive of your PC from the EO, choose Volumes from the PenCentral Setup menu and choose the floppy disk name from the list of names.

To monitor printer activity

1. **From the main PenCentral screen, choose Printer Status from the Printing menu.**
   The Printer Activity dialog box opens.

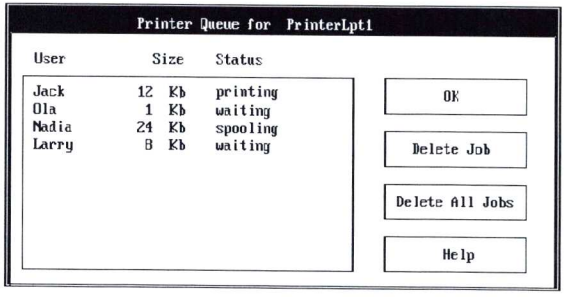
Printer activity



The dialog box shows the printer name, the type of printer, the active port (actual or virtual, if on a network), and the status of the printer.

2. **To check the order of print jobs waiting to be printed, select a printer name, and then select Display Queue.**
   You see the Printer Queue dialog box.

Printer Queue



The dialog box shows your name as the EO user, the size of the document being printed, and the status of the job.

3. **Select OK to close the dialog box.**

To delete a document from the printer list

1. **From the main PenCentral screen, choose Printer Status from the Printing menu.**
   The Printer Activity dialog box opens.

2. **Select Display Queue to open the Printer Queue dialog box.**

3. **Select a document name and then select the Delete Job button, or select Delete All Jobs to remove all documents from the list.**
   The selected document is removed from the list.

PenTOPS: Additional Information

PenTOPS software allows your EO to communicate, through PenCentral, to a PC you've connected. You can change certain options that affect the disks and printers to which you connect the EO. If the default settings work all right for you, you don't need to change anything.

To open the PenTOPS Status sheet

1. **On the EO, open the Connections notebook and turn to the Disks Network View page.**
   Or turn to the Printers Network View page.

2. **Tap the name of a remote disk (or a network printer) to select the name.**

3. **Choose PenTOPS Status from the Options menu.**
   You see the status sheet.

4. **Change any options you wish, using "Configuration options," next, as a guide.**

5. **To close the status sheet, tap Apply & Close.**

Configuration options

Option	Description
User Name	The name by which the PC identifies the EO. The name ends with a number that relates to a network address. You can change the name, but *do not change the number.*
Location	The subdivision of a network (zone) where the PC is located. The EO and the PC form a single zone, so the name appears as Unnamed Zone.
Connection Type	Shows the port on the EO through which connection to the PC is made.
Attached	Shows whether or not the EO is connected to a PC or some other network.
Automatically Connected	Controls automatic connection to disks and printers when you connect the EO to the PC.
Remember Passwords	Determines which passwords the EO should remember. You set either For Disks or For Everything, but you cannot set passwords for servers.
Permissions	Set read only or read/write access to disks that are connected to the EO.

Appendix

Software License

PLEASE READ THIS AGREEMENT PRIOR TO OPENING THE PACKAGE. BY OPENING THE SEALED PACKAGE CONTAINING YOUR EO PERSONAL COMMUNICATOR, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS LICENSE. IF YOU DO NOT AGREE TO THE TERMS OF THIS LICENSE, PROMPTLY RETURN THE UNOPENED PACKAGE AND THE ACCOMPANYING ITEMS (INCLUDING ALL DOCUMENTATION AND OTHER MATERIALS) TO THE PLACE WHERE YOU OBTAINED THEM FOR A FULL REFUND.

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GENERAL. This License represents the entire agreement between the parties relating to the subject matter hereof and no waiver or modification of the Agreement shall be valid unless in writing signed by each party. The waiver of a breach of any term hereof shall in no way be construed as a waiver of any other term or breach hereof. This Agreement will be governed by the laws of the State of California without reference to conflict of laws principles. In any dispute arising out of this Agreement, you and EO each consent to the exclusive personal jurisdiction and venue in the State and Federal courts within Santa Clara County, California. If any provision of this Agreement shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect.

Should you have any questions about this Agreement, or if you desire to contact EO, Inc., for any reason, please write to the following address:

EO Systems Sales and Service
800A East Middlefield Road
Mountain View, California 94043

Warning: Radio Frequency Interference

Your EO Personal Communicator has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Shielded interface cables must be employed with this equipment to ensure compliance with the pertinent RF emissions limits governing this device.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

MODEM REQUIREMENTS

This equipment operates in compliance with Part 68 of the FCC rules. In accordance with this regulation, the following requirements should be observed.

TYPE OF SERVICE

Your EO product is designed to be used on standard device telephone lines, and connects to the telephone line by means of a standard jack called the USOC RJ11C or RJ45. Connection to a telephone-company-provided coin service (central-office-implemented systems) is prohibited. Connection to party-line service is subject to state tariffs.

TELEPHONE COMPANY PROCEDURES

The goal of the telephone company is to provide you with the best service it can. To this end, the company may need to occasionally make changes in its equipment, operations, or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

If you have any questions about your telephone line, such as how many pieces of equipment you can connect to it, the telephone company will provide this information on request.

In certain circumstances, it may be necessary for the telephone company to request information from you concerning the equipment that you have connected to your telephone line. On request of the telephone company, provide the FCC registration number and the ringer equivalence number (REN) of the equipment that is connected to your line; both of these items are listed on the equipment label. The sum of all the RENs on your telephone line should be less than five to ensure proper service from the telephone company. In some cases, a sum of five may not be usable on a given line.

IF PROBLEMS ARISE

If your telephone equipment is not operating properly, immediately remove it from the telephone line, as it may harm the telephone network. If the telephone company notes a problem, it may temporarily discontinue service. When practical, it will notify you in advance of this disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and informed of your right to file a complaint with the FCC.

There are no repairs which can be performed on this equipment by the user. If repairs are needed on your EO product they should be performed by EO. For information, contact EO Customer Service.

EO Customer Service
EO, Inc.
800A East Middlefield Road
Mountain View, California 94043
(415) 458-0880

INSTALLATION

EO products provide all the connections necessary for proper operation. Connection to the telephone network should be made with standard modular cords that comply with FCC Part 68 rules and connect to the jacks of the product.

NOTICE TO CANADIAN USERS

CANADIAN RADIO INTERFERENCE REGULATIONS

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Cet appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicable aux appareils numériques de la Classe B prescrites dans les Réglements d'Interférence Radio du Département des Communications du Canada.

CANADIAN MODEM REQUIREMENTS

NOTICE: The Canadian Department of Communications (DOC) label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single-line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made at an authorized Canadian maintenance facility designated by the supplier (in this case EO, Inc.). Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request that the user disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electrical inspection authority, or electrician, as appropriate.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination on the loop may consist of any combination of devices subject only to the requirement that the total of the Load Numbers of all the devices does not exceed 100.

The Load Number for this device is: 6.

EO Limited Warranty

EO Inc. warrants to the first consumer purchaser, for a period of 1 year from the date of purchase, that this EO product will be free from defects in materials and workmanship. If EO receives notification within the warranty period of a defect in materials or workmanship, and EO confirms that such a defect does exist, EO's sole liability, and your sole remedy, will be for EO, at its option, to replace the defective product or accept return of the product and refund to you your purchase price. Your receipt is your best proof of ownership and date of purchase.

This warranty applies only to hardware products manufactured by EO. EO does not warrant any products that are not EO products. This warranty does not apply to items such as batteries, damage caused by leaking batteries, or to any equipment, hardware, software, firmware or peripheral that is not an EO product but was included with the EO product, or to any damage caused by accident, misuse, unauthorized service, abnormal handling, or alterations or modifications in design, construction or interfacing not done by EO.

Should you need repair service under the limited warranty, please call the 800 service and support number on the last page of this manual. You will be issued an RMA number and given an address to which you must send the product requiring service. You are responsible for shipping charges to and from EO's Service Center. DO NOT RETURN ANY PRODUCT UNTIL YOU HAVE CALLED THE EO CUSTOMER SERVICE DEPARTMENT AND OBTAINED A RETURN AUTHORIZATION NUMBER.

THE WARRANTY AND REMEDIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHERS, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND EO SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

Limitation of Liability

EO IS NOT RESPONSIBLE FOR DAMAGES FROM LOST PROFITS, DOWN TIME, DAMAGE TO OR REPLACEMENT OF EQUIPMENT AND PROPERTY, COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, ANY COSTS OF RECOVERING, REPROGRAMMING, OR REPRODUCING ANY PROGRAM OR DATA STORED IN OR USED WITH EO PRODUCTS, OR ANY CONSEQUENTIAL, SPECIAL, OR INCIDENTAL DAMAGES OR OTHER SIMILAR CLAIMS, WHETHER ARISING OUT OF BREACH OF WARRANTY, TORT OR OTHER LEGAL THEORY, EVEN IF EO OR ITS REPRESENTATIVES HAVE BEEN SPECIFICALLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL EO'S LIABILITY TO YOU OR ANY OTHER PERSON EXCEED THE LOWER OF SUGGESTED LIST PRICE OF THE PRODUCT OR THE ACTUAL PRICE PAID BY YOU FOR THE PRODUCT, REGARDLESS OF ANY FORM OF THE CLAIM.

SOME STATES DO NOT ALLOW THE EXCLUSION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO SOME OF THE ABOVE MAY NOT APPLY TO YOU.

AT&T EASYLINK SERVICES

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AT&T Messaging Services are provided by AT&T EasyLink Services, a division of American Telephone and Telegraph Company, and by the entities set forth in Schedule A attached hereto in various locations throughout the world (collectively "AT&T"). Each entity listed in Schedule A is primarily and solely responsible to provide Messaging Services within its own geographic territory. AT&T, the applicable entities and you, the Customer, agree that the following terms and conditions apply to the Messaging Services and Software, and to any Messaging Services or Software obtained through orders subsequently placed pursuant to this Agreement.

1. Definitions:

1.1 Messaging Services: The particular AT&T messaging service(s) and/or service options you select, such as AT&T Mail, AT&T EasyLink Mail, AT&T EDI Services and AT&T Enhanced FAX.

1.2 Software: The particular computer programs you select.

1.3 Documentation: The most current written User's Guide and Pricing Guide for the Messaging Services and/or Software that you select.

1.4 Billing Account: The billing and use account established for you by AT&T for your direct charges and charges incurred by users of associated Client Accounts.

1.5 Client Account: Accounts you direct to be established in connection with your Billing Account, for each additional individual user (including any independent users) and operating software-based systems and each of your premises systems or networks.

1.6 Agreement: These terms and conditions.

2. Price and Payment

2.1 Your agree to pay AT&T and/or those entities set forth in Schedule A those charges specified in the Documentation for (1) all orders placed under this Agreement; (2) all Messaging Services usage obtained through use of your Billing Account or Client Account passwords and identification codes, including any charges or damages due to unauthorized use; and (3) the license fees applicable to Software ordered hereunder.

2.2 AT&T and those entities set forth in Schedule A may revise a Pricing Guide on thirty (30) days' advance electronic and/or written notice to you (except that no advance written notice shall be required for changes in telex rates, information service provider rates, or in Software license fees). Without any prior notice, AT&T may add to or modify the features of the Messaging Services and/or Software and/or the provisions of a User's Guide.

2.3 Payment is due to AT&T within thirty (30) days from the date of each bill for Messaging Services or Software provided hereunder. You agree to reimburse AT&T for all costs, including legal fees, bank charges, and any applicable costs associated with collecting delinquent or dishonored payments.

2.4 You agree to pay all shipping charges, taxes, duties, levies and other similar charges (and any related interest and penalties), however designated, imposed as a result of the existence or operation of this Agreement, including but not limited to any tax which you are required to withhold or deduct from payments to AT&T, except (1) any net income tax imposed upon an entity listed in Schedule A for providing service under this Agreement by the country, or political subdivision thereof, in which such entity listed in Schedule A is located; and (2) any tax imposed upon an entity providing service under this Agreement by a jurisdiction outside the country in which it is located. In order for the exception containing in (2) to apply, you must furnish AT&T, at AT&T's request, with such evidence

as may be required by the relevant taxing authorities to establish such tax has been paid so that AT&T may claim the credit. In order to claim a sales tax exemption, you must furnish a valid tax exemption certificate.

3. Your Responsibilities

3.1 You agree that all use of Messaging Services under your Billing Account or Client Accounts will comply with the applicable Documentation, including any supplemental information provided from time to time by written materials or electronic messages. You are primarily liable for all charges incurred by you and your Client Account users, and you agree to indemnify AT&T from any liabilities resulting from you or their use of the Messaging Services and Software provided under this Agreement. You agree that you will advise Client Account users of the terms and conditions of this Agreement.

3.2 You shall be solely responsible for the following:

1. selection of appropriate Messaging Services;
2. selection of secondary passwords, protection and use of access codes;
3. retention in your files of such information, data and other materials as may be necessary for the reconstruction of any messages lost or misprocessed by AT&T;
4. obtaining access lines, modems, facsimile machines, digital interfaces, terminals or data processing Equipment compatible with Messaging Services.
5. accurately entering messages for transmittal and storage;
6. adequately instructing and informing all correspondents of the store and forward nature of Messaging Services, and in particular that your conversation inhibited (CI) telex numbers do not provide direct terminal to terminal connection common to standard telex terminals.

3.3 You must ensure that the Messaging Services are used only for a lawful purpose. The transmission of any messages or other material which constitutes an infringement of any copyright or trademark or a violation of any national security law or of any law or regulation regarding the use of telephones to transmit obscene, threatening, harassing, or other offensive messages is prohibited. The violation of any other applicable statutes or regulations in the United States or in other countries in which the Messaging services or Software is used is prohibited.

4. Obligations and Rights of AT&T

4.1 AT&T will not knowingly disclose information in your files without your written consent. However, AT&T may permit its employees to monitor your files and disclose information or data if AT&T determines that such action is necessary to satisfy any law, regulation or other governmental requirement or to operate the Messaging Services.

4.2 AT&T will use reasonable care to prevent loss, alteration or disclosure of information or data in your files. However, AT&T shall not be liable for loss, alteration or disclosure of information or data in your files. However, AT&T shall not be liable for loss or disclosure of information or data unless caused by AT&T's gross negligence or intentional misconduct.

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5.2 You agree to refrain from taking any steps, such as reverse assembly or reverse compilation, to derive a source code equivalent of the Software.

5.3 You are permitted to make a single archive copy of Software, which must contain the same copyright notice and proprietary markings as are on the original Software.

5.4 All Software and Information furnished to you under this Agreement: (1) shall be used by you only in connection with Messaging Services obtained under this Agreement; (2) shall not be reproduced or copied, in whole or in part, except as necessary for use as authorized under this Agreement; (3) shall together with any copies, be returned or destroyed when no longer needed or authorized for use.

5.5 All Software and Information designated as "confidential" or "proprietary" shall be kept in confidence except for any part that: (1) is rightfully obtained by you free of any obligation to keep in confidence; (2) becomes generally known to the public through acts not attributable to you; or (3) in independently developed by you.

5.6 Use of Software and Information is specifically limited by Section 9 herein and use of Software on any non-authorized processor or any other material breach of this Agreement shall automatically terminate this license.

5.7 Unless otherwise agreed by AT&T, upon termination or cancellation of this Agreement or termination of use of the Software at a designated processor, you shall provide a written notice certifying that through your best efforts and to the best of your knowledge, all Software has been returned to AT&T or destroyed and purged from any of your software.

5.8 If the terms of this Agreement differ from the terms of any Agreement packaged with Software, the terms of this Agreement packaged with Software shall govern and are incorporated herein by this reference.

6. Warranties

6.1 AT&T warrants that the Messaging Services will perform as described in the Documentation. AT&T does not warrant that the operation of Messaging Services, associated support facilities or Software will be uninterrupted or error free. If any Messaging Services or associated support facility fails to perform as described in the Documentation, AT&T will provide a refund or credit for any charges paid to AT&T for the improperly performed Messaging Services. If AT&T is unable, despite reasonable efforts, to restore the Messaging Services with fifteen (15) days, you may cancel the Messaging Services.

6.2 AT&T warrants that all Software will be in good working order during the warranty period of ninety (90) days, beginning on the date the Software is delivered to you. AT&T will replace without charge any Software that in not in good working order during the warranty period, if returned to AT&T. If AT&T cannot replace the Software, AT&T will refund the full amount of the Software fee.

6.3 EXCEPT AS SPECIFICALLY MADE HEREIN, AT&T AND ANY THIRD PARTY WHICH INTERCONNECTS WITH AT&T TO SUPPLY MASSAGING SERVICES MAKE NO WARRANTY WHATSOEVER, EXPRESS OR IMPLIED, AND SPECIFICALLY DISCLAIM ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AS TO THE MESSAGING SERVICES, ASSOCIATED SUPPORT FACILITIES OR SOFTWARE WHICH ARE PROVIDED TO YOU BY AT&T UNDER THIS AGREEMENT OR AS TO THE USE OF THOSE SERVICES IN CONJUNCTION WITH EQUIPMENT, PROGRAMS OR OTHER MATERIALS YOU PROVIDE.

6.4 NO THIRD PARTY SUPPLIER OR INFORMATION OR DATA SUPPLIED UNDER ANY INFORMATION FEATURE OF THE MESSAGING SERVICES MAKE ANY WARRANTY, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY AS TO ACCURACY, ADEQUACY OR COMPLETENESS OF SUCH INFORMATION OR DATA AND SPECIFICALLY DISCLAIMS ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

6.5 AT&T shall in no event be responsible for: (1) actions of not-AT&T personnel; (2) failure to follow AT&T's instructions; (3) failure of products not provided and/or maintained by AT&T; (4) failures or defects in communications facilities provided by others.

6.6 AT&T has used reasonable efforts to minimized defects or errors in the Software. You, however, assume the risk of any damage or loss from any use of or inability to use the Software.

7. Limitations of Liability

7.1 FOR PURPOSES OF THIS SECTION 7, "AT&T" SHALL INCLUDE THE AT&T COMPANY IDENTIFIED IN THE OPENING PARAGRAPH OF THIS AGREEMENT, ITS PARENT, SUBSIDIARIES, AND THEIR AFFILIATES AND THE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, REPRESENTATIVE, SUBCONTRACTORS AND SUPPLIERS OF ALL OF THEM; AND "DAMAGES" SHALL BE DEEMED TO REFER COLLECTIVELY TO ALL INJURY, DAMAGE, LOSS OR EXPENSE INCURRED.

7.2 AT&T SHALL HAVE NO LIABILITY TO YOU FOR DAMAGES CAUSED BY ACTS OR EVENTS BEYOND AT&T'S CONTROL, INCLUDING THE ACTS OR OMISSIONS OF OTHER TELECOMMUNICATION SERVICES OR INTERCONNECTION SERVICES PROVIDERS, AND INACCURACY IN ANY INFORMATION OR DATA SUPPLIED UNDER ANY INFORMATION FEATURE OF THE MESSAGING SERVICES. IN ADDITION, AT&T SHALL HAVE NO LIABILITY FOR INFORMATION OR ADVICE PROVIDED IN CONNECTION WITH MESSAGING SERVICE(S) SUPPORT FACILITIES IF SUCH INFORMATION CONCERNS SOFTWARE OR OTHER PRODUCTS SUPPLIED BY THIRD PARTY VENDORS.

7.3 AT&T'S ENTIRE LIABILITY FOR LOSS OR DAMAGE CAUSED BY ANY SOFTWARE DEFECT OR FAILURE, OR ARISING FROM AT&T'S PERFORMANCE OR NON-PERFORMANCE OF THE MESSAGING SERVICES, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT INCLUDING NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, SHALL BE AS FOLLOWS:

1. FOR IMPROPER PERFORMANCE OR NON-PERFORMANCE OF MESSAGING SERVICES, INCLUDING SUPPORT FACILITIES, THE REMEDY SET FORTH IN SECTION 6.1

2. FOR FAILURE OF SOFTWARE LICENSED BY AT&T, THE REMEDY SET FORTH IN SECTION 6.2, OR IN THE AGREEMENT ACCOMPANYING THE SOFTWARE, IF APPLICABLE.

3. FOR DAMAGES TO REAL OR TANGIBLE PERSONAL PROPERTY OR FOR BODILY INJURY OR DEATH TO ANY PERSON NEGLIGENTLY CAUSED BY AT&T, YOUR RIGHT TO PROVEN DAMAGES TO PROPERTY OR PERSON.

4. FOR CLAIMS OTHER THAN SET FORTH ABOVE, AT&T'S LIABILITY SHALL BE LIMITED TO DIRECT DAMAGES WHICH ARE PROVEN IN AN AMOUNT NOT TO EXCEED U.S. $100,000.

7.4 THE ENTIRE LIABILITY OF ANY THIRD PARTY INFORMATION SUPPLIER SHALL BE LIMITED TO THE BILLABLE AMOUNT OF USAGE CHARGE FOR ANY SEARCH OR USAGE NOT SATISFACTORILY COMPLETED.

7.5 AT&T, ANY THIRD PARTY WHICH INTERCONNECTS WITH AT&T, AND ANY THIRD PARTY SUPPLIER OF INFORMATION OR DATA SUPPLIED UNDER AN INFORMATION FEATURE OF MESSAGING SERVICES, SHALL NOT BE LIABLE FOR INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR FOR LOST PROFITS, SAVINGS OR REVENUES OF ANY KIND, WHETHER OR NOT AT&T HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

8. Contract Period, Subsequent Orders and Termination

8.1 This Agreement will be effective from the date AT&T commences to provide Messaging Services to you. Your use of the Messaging services indicates your acceptance of the terms and conditions contained herein. The Messaging Services offering you have selected will be provided on a month-to-month basis and can be terminated as set forth in this Agreement.

8.2 All subsequent written or oral orders placed by you under this Agreement for Messaging Services or Software will become an integral part of this Agreement as of the date of your first use of the Messaging Services or delivery of the Software, whichever comes first. You are responsible for any order which you communicate to AT&T or electronically transmit using an AT&T- assigned identification code and security code, which shall serve as your signature and authorization for such order. You agree that AT&T's record of first use and/or delivery shall have the same probative value as a written document with your signature. Terms and conditions on any non-AT&T order form shall not apply.

8.3 This Agreement may be terminated by either party upon thirty (30) days' prior written notice. Any charges incurred prior to termination shall be billed and be your responsibility.

8.4 AT&T may cancel the provision of Messaging Services in a country if provision of Messaging Services in that country is determined to be in violation of any applicable law or regulation of such country.

8.5 If you fail to pay any charge when due and such condition continues unremedied for ten (10) days from written notice, or if you fail to perform or observe any other material term or condition of this Agreement and such failure continues unremedied for thirty (30) days from AT&T's written notice, you shall be in default and AT&T may terminate this Agreement and/or the Messaging Services and exercise any available rights. Upon such termination by AT&T, you shall be liable for any applicable charges.

8.6 If AT&T fails to perform or observe any material term or condition of this Agreement and such failure continues unremedied for thirty (30) days from your written notice, you may terminate this Agreement.

9. Export Control

You hereby assure AT&T that you will not, without the prior written consent, if required, of the Bureau of Export Administration of the U.S. Department of Commerce, P.O. Box 273, Washington, D.C. 20044: (a) reexport the Software or Documentation or any Information licensed pursuant to his Agreement, outside the country of destination of the Software and Documentation listed in AT&T's bill of lading; or (b) transfer the Software of Documentation, or transmit any Information, to any party listed in the Table of Denial Orders, as published in Supplements Nos. 1 and 2 to Part 788 of the Export Administration Regulations issued by the U.S. Department of Commerce; or (c) transmit directly or indirectly; (i) any Software, Documentation or Information furnish by AT&T; or (ii) any immediate product (including processes, materials and services) produced directly by the use of the Software, Documentation or Information to, Afghanistan, The People's Republic

of China, Iraq, or to any Q, S, W, Y or Z country (or any national or resident thereof), and listed in Supplement No. 1 to Part 770 of the Export Administration Regulations.

10. General

10.1 Except for orders subsequently placed pursuant to this Agreement, any supplement, modification or waiver of any provision of this Agreement must be in writing and signed by authorized representatives of both parties.

10.2 Neither party may assign this Agreement without the prior written consent of the other party except that AT&T may assign this Agreement to a present or future affiliate or subsidiary and/or assign to a third party AT&T's right to receive payment hereunder.

10.3 If any portion of this Agreement is found to be invalid or unenforceable, the parties agree that the remaining portions shall remain in effect. The parties further agree that in the event such invalid or unenforceable portion is an essential part of this Agreement, they will immediately begin negotiation for a replacement.

10.4 If either party fails to enforce any right or remedy available to it under this Agreement, that failure shall not be construed as a waiver of any right or remedy with respect to any other breach or failure by the other party.

10.5 Any legal action against AT&T with respect to this Agreement or any Software of Messaging Services contracted for or furnished under this Agreement shall be barred unless suit is commenced within two (2) years after the date the cause of action occurs.

10.6 The Section headings in this Agreement are inserted for convenience only and are not intended to affect the meaning or interpretation of this Agreement.

10.7 THIS AGREEMENT SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY LOCAL LAWS OF THE STATE OF NEW YORK, UNITED STATES OF AMERICA and AT&T retains the right to commence any litigation concerning this Agreement in either the New York or U.S. federal courts.

10.8 The respective obligations of you and AT&T hereunder which by their nature would continue beyond termination or expiration hereof, including without limitation the obligations of confidentiality, export control and the limitations of liability, shall survive termination of expiration of this Agreement.

10.9 THIS IS THE ENTIRE AGREEMENT BETWEEN THE PARTIES WITH RESPECT TO THE MESSAGING SERVICES AND SOFTWARE PROVIDED HEREUNDER AND SUPERSEDES ALL PRIOR AGREEMENTS, PROPOSALS OR UNDERSTANDINGS, WHETHER WRITTEN OR ORAL.

Schedule A

- AT&T EasyLink Services—USA, a division of American Telephone and Telegraph Company
- AT&T EasyLink Services—Canada, a division of AT&T Communications, Inc.
- AT&T EasyLink Services—UK, a division of AT&T Istel Limited
- AT&T JENS—Japan
- Cable & Wireless—Bermuda
- CODETEL—Dominican Republic
- Globe Mackay—Philippines
- Hutchison AT&T Network Systems, Inc.—Hong Kong
- Moddata S/A Engenharia de Telecomunicacoes e Informatica—Brazil

This list of messaging provider member s of AT&T Global Alliance may change from time to time.

CANADIAN CUSTOMERS AGREE TO THE FOLLOWING ADDITIONAL TERMS AND CONDITIONS. SECTION 7.3 BELOW SUPERSEDES SECTION 7.3 ABOVE.

7. Limitations of Liability

7.3 AT&T'S ENTIRE LIABILITY FOR LOSS OR DAMAGE CAUSED BY ANY SOFTWARE DEFECT OR FAILURE, OR ARISING FROM AT&T'S PERFORMANCE OR NON-PERFORMANCE OF THE MESSAGING SERVICES, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT INCLUDING NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, SHALL BE AS FOLLOWS:

1. FOR IMPROPER PERFORMANCE OR NON-PERFORMANCE OF MESSAGING SERVICES, INCLUDING SUPPORT FACILITIES, THE REMEDY SET FORTH IN SECTION 6.1

2. FOR FAILURE OF SOFTWARE LICENSED BY AT&T, THE REMEDY SET FORTH IN SECTION 6.2, OR IN THE AGREEMENT ACCOMPANYING THE SOFTWARE, IF APPLICABLE.

3. FOR DAMAGES TO REAL OR TANGIBLE PERSONAL PROPERTY NEGLIGENTLY CAUSED BY AT&T, YOUR RIGHT TO PROVEN DIRECT DAMAGES NOT TO EXCEED CDN. $100,000.

4. FOR DAMAGES FOR BODILY INJURY OR DEATH TO ANY PERSON NEGLIGENTLY CAUSE BE AT&T, YOUR RIGHT TO PROVEN DAMAGES.

5. FOR CLAIMS OTHER THAN SET FORTH ABOVE, AT&T'S LIABILITY SHALL BE LIMITED TO DIRECT DAMAGES WHICH ARE PROVEN IN AN AMOUNT NOT TO EXCEED CDN. $100,000.

10. General

10.10 The parties acknowledge and confirm that they have requested that this Agreement and all schedules as well as all notices and other communications contemplated hereby be drawn in the English language.

Les parties reconnaissent qu'elles ont exige que la presente convention ainsi qui toute annexe et tout avis et communication en resultant soient rediges dans la langue anlaise.

EO Dictionary

accelerated access speed An option that determines how long it takes your EO to turn to a different page. Acceleration makes page turning in a notebook faster, but requires more working space (RAM).

accessory An application, such as the clock and the software keyboard, that you can use as you work with documents.

address A series of characters (letters and numbers) that specify the location of a person's electronic mailbox. An e-mail address is similar to a street address for a postal mailing address.

Address Book An alphabetically organized collection of information such as names, addresses, and phone and fax numbers. *See also* **profile.**

ADMD (administration management domain) Part of a naming hierarchy used in addressing electronic mail. Refers to a public e-mail service carrier (such as AT&T Mail or MCI Mail) that uses the X.400 standard for exchanging messages. *See also* **public e-mail system, X.400.**

alignment An option that determines how text lines up between margins. You can center-align a title or align text along the right or left margin.

application A computer program you use for a special purpose, such as financial work, graphics, or information management.

ASCII file format A text-only format you use to send a document to someone who has a non-PenPoint computer (for example, someone with a desktop PC).

Associate The part of Personal Perspective that recognizes what you write and automatically sets up links between text items. You can turn the Associate on and off.

AT&T Mail A public messaging service that provides electronic mail and fax capabilities.

auto connection The ability to automatically establish a connection between a PC and your EO whenever you mechanically connect the two devices.

backup A copy of a document or a copy of an application that you store outside the EO, usually on a disk.

banner In the Address Book and Day Planner, the area below the menu line that shows the current page in a document (the date in the Day Planner, the alphabetical letter in the Address Book).

Bookshelf The row of items at the bottom of the screen. The Bookshelf holds accessories and auxiliary notebooks you use to set preferences, copy a document onto an external disk, and install applications.

booting The process of restarting PenPoint (the EO operating system) when a hardware error prevents you from using the EO.

boxed pad A writing pad that's divided into character boxes. You write a single character in each box, and then translate the text while the letters are still in the boxes, before you transfer the text to the page.

busy clock An animated clock symbol that appears when the EO carries out an action that requires more than a moment.

button (reference) A marker you insert in a document so that you can jump quickly from the marker to another place in the same document or to a place in a different document.

button A command, such as Apply & Close, that appears on an option or dialog sheet.

Calendar Item link In Personal Perspective, an item that's related to a scheduled appointment or to-do task.

Cancel A button that closes a sheet, a writing pad, or a note without changing anything.

character box A box in an editing pad or writing pad into which you write one character (letter, number, or punctuation mark).

character pad A pad you use to insert one letter or character in a word.

checklist A group of choices on a dialog or option sheet.

Checkpoint The EO equivalent of a "save" command. Simply turning a page saves your work, so you usually don't need to use this command.

clock An on-screen timekeeper and calendar accessory. The clock is in the Accessories container on the Bookshelf.

close corner A dark triangle at the top left of a floating document or an open notebook. You tap the close corner to put away a page or sheet.

command A built-in signal that tells the EO what you want to do and then gives instructions for carrying out the activity. On the EO, you use gestures to give some commands and choose from a menu for others.

configuration The software settings that allow various components of a computer system to communicate with one another.

configuring The process of setting up software options so that you can use certain devices, such as modems and printers, or other software.

connected disk A hard disk, 3.5-inch or 5.25-inch floppy disk, removable disk, or network disk that is mechanically attached to the EO.

controls The portions of the screen you use to work with a document: the title line, menu line, scroll margin, resize handle, and cork margin.

cork margin An area at the bottom of a document that you can use to store reference buttons, new documents, embedded documents, or accessories.

Create menu A list of the stationery from which you can make new documents.

customized stationery Stationery you've modified and added to the Stationery notebook.

data call A phone connection you use to send or receive faxes, e-mail, or EO documents.

Day Planner The schedule-related pages you use when you work with Personal Perspective.

deep discharging The process of "tuning" the EO main battery by completely discharging it.

default An automatic setting the EO uses unless you change the setting. Default settings provide a preset environment that works for most users.

deselect The action you take to make a selection go away. Tapping a selected item deselects it. You can also tap anywhere in the Notebook.

detail In Personal Perspective, a piece of information that's part of a category. For example, Name is a detail in the Person category.

dialog sheet An on-screen form that asks you for information, such as your choice of printer and the number of pages you want to print.

dictionary A list of words used by the EO to check spelling. You can add your own words, such as company names or technical terms, to a personal dictionary.

dimmed command A command that is inactive (unavailable). Usually, you need to select an object to activate a dimmed command.

directory A container on an external disk that works the way a section works, organizing non-EO documents (files) and subdirectories. A directory can also contain EO (PenPoint) documents.

disable The process of turning off a setting that makes something happen. For example, you disable a printer when you don't want files waiting in the Outbox to be printed.

document A page or pages on which you write in ink or for text translation. In computer terms, a file created by an application.

DOS (disk operating system) The operating system used by IBM-PC and compatible computers.

double marquee Two dashed lines that surround a selection or object to show that the object is ready to be copied. (A single marquee shows that you're moving, not copying, the object.)

dragging The process of holding the pen on an object and moving the object across the screen without lifting the pen.

driver Software that tells the EO how to use equipment, such as a printer or modem, that's attached to the EO.

editing pad A boxed pad that contains text you want to change.

electronic mail (e-mail) message A document that contains only text and that's intended for transmission over a mail communication system (such as AT&T Mail) in electronic, digital form.

electronic pen The special pen you use to write on the EO screen.

embedded document A document that you insert in (attach to) another document. For example, you can embed a financial summary you created in EO Calc in the middle of a memo you wrote in MiniText.

embedded pad A large writing pad that allows you to insert several lines of text.

enabling The process of turning on a setting that makes something happen. For example, you enable a printer when you want to print files that are waiting in the Outbox.

fax message A document that contains a digitized image—an electronic picture—of whatever is on a page; an electronically transmitted image of a document.

field A fill-in area on forms, dialog and option sheets, and lists. You can write text directly in a field or tap the field to open an editing pad.

field font The typeface that is used by the EO to translate your writing.

file A computer term for an application or a document created by an application.

file format The way in which an application organizes and stores information. On non-EO computers, the file format is usually indicated by a three-letter extension at the end of a file name (for example: .TXT).

file server A device that provides services such as storage to several computers on a network.

first line offset A field on the Paragraph option sheet in which you specify how much (and if) you want to indent the first line of a paragraph.

flash memory cards Small—but large-capacity—storage devices you can add to your EO to expand storage space. Flash memory cards essentially act as giant floppy disks.

floating An attribute that allows a document to stay always on top of other documents on the screen. Dialog sheets, option sheets, and Bookshelf items automatically float when you open them. If a floating item hides part of the screen, you can move, resize, or close the item.

floppy disk A 3.5-inch or 5.25-inch disk you use in an external disk drive to store documents or applications.

font A typeface that's used to display text in a document, both on the screen and when you print.

footer Text that appears in the bottom margin of each page when you print. A footer usually contains a page number, the date, or the document title.

formatting (a disk) The process of erasing and preparing a disk so that the EO can record information on the disk.

formatting (text) The process of arranging text on the page. For example, you format text to set paragraph margins or to indent the first line of a paragraph.

FQDN (fully qualified domain name) In the Internet system, the complete sequence of names that fully identifies a user's electronic mailbox location.

gateway A system or program that converts and transfers information from one format to another format so that the information can travel between systems. A gateway connects two different electronic messaging systems and allows them to exchange and transfer information.

General Link In Personal Perspective, an item that's related to other information such as a name or company name, but not specifically linked to a Calendar Item.

gesture margin A column on the left of a MiniNote document, used to make gestures when you're writing in ink.

gestures Special marks you create with the electronic pen to give instructions to your EO. Gestures bypass and supplement commands that are listed on menus.

group 3 fax A worldwide standard for the formatting and transmission of fax messages. Most fax machines currently in use are group 3 type.

hard disk A high-capacity storage device. You can use a hard disk that's attached directly to the EO, or you can connect your EO to a PC and use the PC's hard disk.

header Text that appears in the top margin of each page when you print. Headers usually contain a page number, a document title, or the date.

host A central or main computer that provides applications, tools, and storage space to multiple users, who are generally connected to the central computer by a local-area network (LAN) or by a modem.

icon A symbol—usually a small picture—that represents a document, an application, an item on the Bookshelf, or an embedded document.

importing The process of copying a document into the EO. When you import a PC document, the EO automatically displays an import sheet that lists the applications you can use with the document.

Inbox A notebook on your EO that stores all incoming electronic messages (e-mail and fax).

insertion point A vertical line that shows where text will be added to a page.

installation The process of copying an application or service onto the EO from a disk.

Internet A worldwide network of electronic messaging networks, connecting several hundred thousand host computers and millions of users. *See also* **SMTP**.

item In Personal Perspective, an entry you create about a person or company, for example. Items are organized into categories.

kilobyte (KB) A unit of measure that represents 1,024 bytes.

labels The words that identify icons, tabs, and buttons.

Landscape A printing option that positions a document horizontally on the page when you print.

link (information) In Personal Perspective, an association between one text item and another.

link (software) A hardware-software connection that allows communication between your EO and a PC.

LAN (local-area network) A network of computers physically connected together. A LAN generally covers a limited geographic area, such as a building or campus, and provides high-speed electronic communications between computers.

magnified text Text that you've enlarged on the screen without increasing the font size that will be used when you print.

mailbox An area in an e-mail system that stores messages for individual users. Mailboxes can exist on public e-mail networks, host computers, and personal computers. The Inbox and Outbox of your EO are types of mailboxes.

marquee A dashed line (or double dashed line) that surrounds a selection or object when you copy or move the item. When you see the marquee, you can drag the selection or object to a different location. *See also* **single marquee** and **double marquee.**

memory The electronic "space" on your EO that holds applications, documents, and the operating system.

menu A list of commands on the menu line. You choose a command by tapping it. Most commands have equivalent gestures.

menu line The area at the top of the page that contains lists of commands.

modem (modulate/demodulate) A device you use to transmit information over telephone lines. A modem translates digital information from the computer into analog information so that the information can travel over telephone lines.

modem cards Small add-on devices that allow your EO to send and receive e-mail and faxes over a phone line.

network A combination of hardware and software that allows multiple computers to share resources and to exchange information. Users on a network can also share peripheral devices such as printers and storage media (disk drives).

networking cards Small add-on devices that allow your EO to connect to Ethernet, Token Ring, and other networks.

Notebook (main) The container that holds the documents you create. The first page of the Notebook is the Table of Contents. Each succeeding page holds a different document.

notebook (other) A container that holds various types of information and applications. For example, the Settings notebook contains system preferences, the Stationery notebook contains application templates, and the Connections notebook contains connectivity applications.

notebook tab A label that protrudes from the edge of a notebook. Tapping a tab turns to the page that's identified by the tab.

Note items In Personal Perspective, small unstructured documents you create and attach to appointments or to-do items.

Note Index A listing of notes you've created in Personal Perspective.

object An on-screen element that contains text, a picture, or an icon.

On A state in which the main EO battery or power adapter supplies full power to the system, and the Notebook is visible.

operating system The software that tells the EO how to do certain tasks, such as creating a new document. The EO Personal Communicator 440 and EO Personal Communicator 880 use the PenPoint operating system from GO Corporation.

option sheet An on-screen form you use to set the attributes of a selection or a document. For example, you can choose a font style for the text in a document from the Character option sheet.

O/R (originator/recipient) An abbreviation of the formal address definition for X.400 originator/recipient addresses (e-mail).

Outbox A notebook on the EO that stores outgoing messages and documents waiting to be printed.

page A unit in a notebook that defines a document. A document may have many pages when you read or print it, but the document is represented in the Notebook's Table of Contents by a single page.

page turn arrows Symbols on either side of the page number in the top right corner of a notebook. You turn pages by tapping either arrow.

parallel port A connector that's used to attach a parallel device such as a printer.

password A code name you use to protect your EO from unauthorized use by others.

PCMCIA silicon disk A small storage device that you can add to your EO to expand available memory.

pop-up list Choices on an option sheet that are hidden until you display them by tapping the current choice or the pop-up arrow.

pop-up pad A small writing pad you use to insert a word or two.

port A connector to which you attach a cable. The cable is used to transfer information to and from the EO or to and from a PC.

Portrait A printing option that positions a document vertically on the page when you print.

Preferences A set of pages in the Settings notebook that contain options for customizing the EO. For example, you can set a preference for a different style of writing pad.

print server A device on a network that relays printing instructions from several computers on the network.

printer description The name you assign to printer setup information, which includes the printer model designation and the options you want to use when you print.

printer driver Software that allows you to send information to a printer and print a document.

PRMD (private management domain) Part of a naming system used in addressing electronic mail. Refers to a private organization's e-mail system that uses the X.400 standard for exchanging messages. A PRMD is typically connected to an ADMD (*see also* **ADMD**).

ProfileBook A document that contains all the profiles you create in the Address Book and Day Planner. You use the ProfileBook to back up the information in Personal Perspective.

profile An on-screen form through which you view the information in the Personal Perspective ProfileBook. Profiles contain the details on names, appointments, to-do, and other items that you add as you work with the Day Planner and the Address Book.

proof sheet A sheet you use to check and correct text on the page.

public e-mail system A type of e-mail system, run by companies or organizations, that provides e-mail accounts, mailboxes, and services to other companies, organizations, and individuals. Also called an ADMD. *See also* **ADMD**, **X.400**.

queue A list of documents waiting to be printed.

random-access memory (RAM) Working space in the EO that's used to hold the applications you're currently using, the documents you're working on, and the information in the documents.

read privilege The ability to gain access to a disk or other storage medium.

read-only memory (ROM) Storage space in the EO that contains the EO operating system and built-in services and applications. "Read only" means that you cannot add to or change anything in ROM.

read/write privileges A setting that determines whether you can change the contents of a disk or file. With read-only privileges, you can look at a file, but you cannot change it. With read/write privileges, you can make changes.

reference button *See* **button (reference).**

reinstalling The process or copying software from a disk to the EO after you've deinstalled (removed) it or when you need to replace the software with a later version.

remote A designation for files, hardware devices, or applications that are directly connected to a station on a network other than the station at which you're currently working.

resetting The process of restarting your EO and clearing its memory.

resize handle A visual element at the bottom or lower right corner of a resizable object. You drag a handle to change the size of an object such as a writing pad, option sheet, or floating document.

resizing The process of making a page or dialog sheet larger or smaller on the screen.

ruled pad A lined writing pad. Your writing is translated directly from the pad to the page.

ruled-boxed pad A lined writing pad that's divided into letter boxes. You can edit the text in the pad before you transfer it to the page.

scroll arrows The triangles at the top and bottom of the scroll margin. You tap or press these arrows to scroll through a document.

scroll handle The narrow bar in the scroll margin. You drag the handle to scroll through a document.

scroll margin The vertical or horizontal area at the right or bottom of the screen. You use the scroll arrows and handles within the margin to move through a document.

scrolling The process of moving up or down—or to the right and left—in a document to view areas that don't fit on the screen.

SCSI (small computer system interface) A type of interface between a computer and a peripheral device.

section In a notebook table of contents, a container for documents. Each section contains its own table of contents, which lists documents within the section. You can create a new section for documents you want to keep together as a group.

selection A signal to the EO that you want to do something with an object. A darker color, or a dark rectangle around an object, indicates selection. The term also refers to an object or location that you've selected.

serial port A connector that's used to attach a serial device such as a modem. DOS applications distinguish between serial ports by giving them software labels such as COM1 and COM2.

server A device on a network that provides storage for computers that are connected to the network.

service Software that controls communication with printers, modems, phones, cellular phones, and e-mail systems.

Shutdown A state in which the EO is completely off. No power is supplied to the system, the screen is dark, and the Notebook doesn't appear.

signature pad A writing pad you use to add your signature to letters or memos written in MiniText documents. Your signature is printed just as you write it on the screen and is not translated into typed text.

silicon disk cards Small—but large-capacity—storage devices that are available in many sizes (for example, 4 megabytes or 10 megabytes).

single marquee A single dashed line that surrounds a selection or object when the object is ready to be moved.

SMTP (simple mail transfer protocol) A set of rules and formats used on the Internet system for exchanging electronic messages. *See also* **Internet.**

software keyboard An accessory that creates an on-screen keyboard. You can use the keyboard to enter text in writing pads and in a document.

spooler An application that causes printing to occur in the background so that you can continue working.

Spouse link In Personal Perspective, an item that relates a name to a spouse's name.

SRAM (static RAM) cards Small devices that you can add to your EO to expand available memory.

Standby A state in which a trickle of power from the main battery is supplied to the EO so that all documents and software in the EO working space (RAM) are maintained ready to use.

starburst A symbol that appears when you use a gesture in the wrong place. The starburst contains a question mark if the EO doesn't recognize a gesture.

stationery A template for a new document. You can choose to show or hide a stationery template on the Create menu.

storage space (ROM) The amount of memory on the EO that's available to hold software and documents.

Suspend A state in which a trickle of power from the main battery is supplied to the EO so that all documents and software in the EO working space (RAM) are maintained ready to use.

tab (notebook) *See* **notebook tab.**

tab stop A preset indentation in text.

table of contents The first page of a notebook. All documents and sections in a notebook are listed here, with their page numbers.

text translation The process of turning hand-printed text into text that the computer can recognize and work with.

tile A blocked-out portion of a Day Planner page. Personal Perspective provides Appointment, To Do, and Event tiles. You can show or hide each of the tiles, and you can rearrange them on the page.

unrecognized character A symbolic question mark inside a circle that appears when the EO doesn't recognize a letter you write in a writing or editing pad.

user name An individual user's account name on an e-mail system or service. A user name is an important part of an e-mail address.

Utilities disk Contains PenCentral software for installation on a PC. May also contain EO software updates for installation on your EO.

voice call A phone connection on which you speak, rather than send or receive data.

voice note A sound recording that you can create and add to an EO document.

volume A PC disk drive that's made available when you connect the EO to a PC.

WAN (wide-area network) An electronic messaging network that covers, or is accessible from, a large geographic area such as a region, a country, or the world.

windows On-screen blocks that show the contents of a document you're working on or other information.

write privilege The ability to make changes or add new information to a document or file.

writing pad A minipage on which you write text. The EO translates your writing into typed, electronic text.

X.400 An international electronic mail messaging standard formally known as the X.400 Message Handling System. The X.400 standard specifies rules and address formats for exchanging electronic messages.

zoom A setting that makes a floating document fill the entire EO screen. When you unzoom a floating document, it returns to its previous size.

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Getting Assistance from EO

Most problems can be resolved with the information in "Troubleshooting," in section 1. If all else fails, however, you may wish to contact EO Customer Service directly.

To request assistance

1. **Check through "Troubleshooting," in section 1, and try the suggested remedies.**

2. **If you wish to speak to someone in EO Customer Service, you can call direct, using the following phone number:**
   In the United States and Canada: 800-458-0880
   In other countries: 415-903-8100

3. **If you wish to write a letter, the mailing address is:**
   EO, Inc. (Attention: Customer Service)
   800A East Middlefield Road
   Mountain View, California 94043

4. **If you wish to send your question by e-mail, send the message to the following AT&T Mail address:**
   EOHELP!HELP

5. **If you wish to fax your question, send the fax to the following number:**
   In the United States: 415-988-8333 (Attention: Customer Service)

   Include a description of the problem, a phone number to call, and the serial number from the back of your EO Personal Communicator. If your e-mail message or fax is received before noon Pacific Standard Time, EO will contact you on the same business day.

EO Incorporated
800A East Middlefield Road
Mountain View, CA 94043

Part No. 043-0100002-41
Printed in the U.S.A.
Printed on recycled paper.